



1. INCIDENT MANAGEMENT

- All incidents — work, personnel, health, safety, and environmental — are reported in Maximo, not email or spreadsheets.
- Incident records are linked to the relevant assets, locations, and work orders.
- Open incidents have assigned owners and tracked resolution deadlines.
- Near misses and observations are captured, not just recordable incidents.



2. PERMIT TO WORK

- Permits to work are issued, approved, and closed entirely within Maximo.
- Hazardous energy isolation (LOTO) steps are documented per permit.
- Workers cannot begin high-risk tasks without a valid, system-generated permit.
- Permit history is accessible and auditable by safety managers at any time.



3. MANAGEMENT OF CHANGE (MOC)

- All changes to processes, equipment, or procedures require a formal MOC record.
- MOC reviews include a risk assessment before changes are approved.
- Affected work orders, assets, and locations are linked to each MOC record.
- Outstanding MOC actions are tracked to completion before changes go live.



4. INVESTIGATIONS & ROOT CAUSE ANALYSIS

- Recurring incidents trigger a formal investigation workflow in Maximo.
- Root cause analysis findings are documented and linked to corrective actions.
- Corrective actions from investigations are tracked to closure.
- Defect elimination and failure reporting are consistently coded for trend analysis.



5. REGULATORY COMPLIANCE

- Regulatory requirements are mapped to specific assets and locations in Maximo.
- Compliance status can be demonstrated to an auditor within one business day.
- Environmental consents and regulatory permits are tracked within the system.
- Compliance gaps automatically generate work orders or action items.



6. PERSONNEL CERTIFICATION TRACKING

- Worker certifications and qualifications are stored in Maximo.
- Expiring certifications trigger automated alerts before they lapse.
- Workers cannot be assigned to tasks requiring certifications they don't hold.
- Craft and labor records are current with HR records.

YOUR SCORE — WHAT IT MEANS

0 – 8



Foundation Stage

Safety data is fragmented. Significant risk of compliance gaps and reactive incident management.

9 – 16



Developing Stage

Core processes exist but aren't fully integrated. Opportunities to reduce manual effort and improve traceability.

17 – 20



Advancing Stage

Strong fundamentals in place. Focus on automation, trend analysis, and audit readiness to reach full maturity.

21 – 24



Optimized Stage

Maximo HS&E is fully embedded in operations. Safety is proactive, data-driven, and audit-ready.



SCORING INSTRUCTIONS: Each checkbox = 1 point. Total possible score = 24.