H.I.S CONTROLS
HUNT INTEGRATIVE SOLUTIONS LLC

FREE CHECKLIST FOR PLANT & MAINTENANCE MANAGERS

Controls Health Check: 15-Minute Self-Check for Your Line

Walk one line with this sheet. Every box you can't check is a risk worth knowing about before it becomes downtime.

How to use it: Pick one line or machine. Check a box only if you could *show* it today, not "I think so." Unsure counts as unchecked. Tally your score on page 2.

1 Backups & versions

Could you reload this machine tomorrow?

- [ ] **A current backup exists** for every PLC, HMI, drive, and robot on the line, stored off the machine.
- [ ] The backup **matches what's running** (compared online, or dated after the last change).
- [ ] Ignition / SCADA **gateway backups** are taken automatically and copied off the server.
- [ ] You know **which software versions and firmware** are needed to open each program.
- [ ] Someone besides one person knows **where the backups live** and the passwords to get to them.

2 Alarms & HMI

Does the screen tell the truth, fast?

- [ ] Operators can name the **top 3 alarms** on the line, and none of them are "always on."
- [ ] Alarms say **what's wrong and where** ("Conveyor 3 jam, PE-302"), not just "Fault 17."
- [ ] No alarms are **disabled or bypassed** without a record of who, why, and until when.
- [ ] HMI screens load quickly and **show current values**, not frozen or stale data.
- [ ] Operator logins exist; settings changes aren't open to anyone at the panel.

3 Data you can trust

Are the numbers on reports real?

- [ ] **Scaling is right:** a spot check of a few analog values against a local gauge or meter agrees.
- [ ] **Quality flags are used:** bad or stale values show as bad, not as a believable number.
- [ ] **Clocks agree:** PLC, SCADA/HMI, and historian times match within a second or two (time sync set up).
- [ ] **Comm dropouts are visible:** you'd know if a PLC or device went offline, and gaps show in trends.
- [ ] **Changes are documented:** scaling, setpoint, or tag changes leave a record of who changed what.
- [ ] Production counts on the HMI **match** what shipping or the ERP says, within a known tolerance.

Top 3 things to fix first on this line

1. _____
2. _____
3. _____

Tip: anything unchecked in **Backups** usually goes to the top. A missing backup turns a 20-minute repair into days.

Line / machine: _____ Date: _____

4 Spares & obsolescence

What happens when a part dies?

- [ ] You have a **spare (or a fast source)** for each PLC processor, I/O card type, HMI, and critical drive.
- [ ] You know which controls hardware is **discontinued or end-of-life** per the manufacturer.
- [ ] Spares are **tested**, labeled, and at a firmware level that will run your program.
- [ ] Old programming laptops or cables needed for legacy gear are **identified and working**.

5 Run hours & preventive maintenance

Maintenance by hours, not by guess

- [ ] **Run hours** are tracked for key motors, pumps, and fans, and survive a power cycle.
- [ ] PM is scheduled from **actual run time or cycles**, not only from the calendar.
- [ ] Run-hour and cycle counts are **visible on the HMI** or in a report maintenance actually uses.
- [ ] Repeat faults are **logged with a timestamp**, so "it keeps doing that" can be traced.

6 Safety sanity checks

Quick observations, not a safety assessment

- [ ] E-stop buttons are **reachable, unobstructed, and clearly marked**, and operators know where they are.
- [ ] E-stops and guard switches are **function-tested on a documented schedule**.
- [ ] No safety devices are **jumpered, bypassed, or "temporarily" disabled**.
- [ ] Lockout/tagout points for the line are **labeled and match the drawings**.
- [ ] Electrical drawings in the panel **match what's actually wired**.

Any concern in this section should go to your safety team or a qualified safety professional. This list is a reminder, not a risk assessment or safety certification.

Your score

Count the boxes you checked (29 total)

25–29: Solid
Keep it that way. Re-check after every major change.

17–24: Gaps
A few fixes now will save a long night later.

16 or fewer: At risk
One failure could mean extended downtime. Start with backups.

Want a second set of eyes? Get a free Controls Health Check.

We'll walk your PLCs, SCADA/HMI, backups, and data with you and leave a short written list of risks and quick wins. No sales pitch, no obligation. You keep the list either way.

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