

Maintenance report form

Manufacturing

MAINTENANCE REPORT

Does the site include all the important machinery needed?

Yes

No

Na

When was the last audit conducted?

DATE

2017-01-01

Mention the machine undergoing the audit

What is the serial number of the machine?

Where is the machine located?

Is the machine facing severe problems?

Yes

No

Na

Is it in the condition of being operated?

Yes

No

Na

Explain the problems faced by the machine

Yes

No

Na

Does the machine need to be taken to the repair center?

Yes

No

Na

Is in-house repairing enough to deal with this problem?

Yes

No

Na

Give details of the repairing done to the machine

After fixing the issues, is the machine working efficiently?

Yes

No

Na

Do you confirm that the machine is safe to use?

Yes

No

Na

Have the employees been informed about the repair?

Yes

No

Na