

Service report

Report no.: _____

Date: _____

A universal template for any machine or equipment

Customer

Company _____

Address _____

Contact person, phone _____

Service

Service company _____

Technician _____

Start / finish time _____

Machine

Machine / equipment _____

Serial number _____

Asset no., location _____

Type of work: ☐ periodic inspection ☐ repair ☐ installation / commissioning ☐ diagnostics ☐ warranty repair

Checklist

No.	Check	OK	Not OK	N/A	Remarks
1	External inspection, condition of housing and guards				
2	Bolted connections and mountings				
3	Lubrication points				
4	Oil and fluid levels, leaks				
5	Filters (air, oil, hydraulic) – condition or replacement				
6	Electrical installation, cables and connectors				
7	Safety devices and emergency stop				
8	Belts, chains and gears – tension and wear				
9	Noise, vibration and temperature in operation				
10	Test run after the work				
11					
12					
13					

Reported issue / faults found

Work carried out

Parts and materials used	Qty

Recommendations, next inspection date
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Machine fit for operation: ☐ yes ☐ no ☐ with conditions (see recommendations)

Date and technician's signature

Date and customer's signature