



Equipment Repair Log Checklist

 Show only Checklist

Display Style
Default 

Equipment Identification

Details to uniquely identify the equipment being repaired.

Equipment Serial Number

Enter a number...

Equipment Type

- ☐ Tractor
- ☐ Combine
- ☐ Planter
- ☐ Sprayer
- ☐ Harvester
- ☐ Other



Manufacturer**Model Number****Date of Purchase (if known)****Asset Tag/ID (if applicable)**

Repair Request & Authorization

Records the initial request and approval for the repair.

Date of Request

Requesting Employee Name

Write something...

Description of Problem/Issue

Write something...

Equipment Priority

- ☐ High
- ☐ Medium
- ☐ Low

Reason for Repair

- ☐ Breakdown
- ☐ Preventative Maintenance
- ☐ Scheduled Maintenance
- ☐ Damage

Authorized Personnel Name

Write something...

Date of Authorization

Enter date...

Estimated Repair Time (Hours)

Enter a number...

Diagnosis & Root Cause Analysis

Details the process of identifying the problem and its underlying cause.

Initial Reported Problem Description

Write something...

Detailed Diagnostic Steps Taken

Write something...

Possible Root Cause(s) (Select one or more)

- ☐ Mechanical Failure
- ☐ Electrical Malfunction
- ☐ Hydraulic Issue
- ☐ Wear & Tear
- ☐ Operator Error
- ☐ Lubrication Failure
- ☐ Contamination
- ☐ Manufacturing Defect

Explanation of Root Cause Determination

Write something...

Diagnostic Time (Hours)

Enter a number...

Supporting Diagnostic Photos/Videos (Optional)

 Upload File

Severity of Root Cause (Impact on Operation)

- ☐ Minor
- ☐ Moderate
- ☐ Major
- ☐ Critical

Repair Actions Performed

Records the specific steps taken to fix the equipment.

Detailed Description of Repair Actions

Write something...

Repair Procedures Followed (e.g., Manual Steps, Calibration)

- ☐ Refer to Manufacturer's Manual
- ☐ Standard Operating Procedure (SOP)
- ☐ Troubleshooting Guide
- ☐ Other (Specify in Long Text)

Torque Values Applied (if applicable)

Special Tools or Techniques Used

Date of Repair Action

Start Time of Repair Action

End Time of Repair Action

Parts & Materials Used

Lists all parts and materials consumed during the repair.

Part Number

Part Description

Write something...

Quantity

Enter a number...

Unit Cost

Enter a number...

Total Cost per Part

Enter a number...

Vendor

- ☐ Local Supplier
- ☐ National Distributor
- ☐ OEM
- ☐ Other

Notes on Parts (e.g., refurbished, special order)

Write something...

Proof of Purchase (Optional)

 Upload File

Labor & Time

Documents the labor hours and associated costs.

Labor Hours (Mechanic 1)

Enter a number...

Labor Hours (Mechanic 2 - if applicable)

Enter a number...

Estimated Labor Hours (Initial)

Enter a number...

Actual Labor Hours**Start Time of Labor****End Time of Labor****Mechanic(s) Involved****Labor Rate (\$/Hour)****Notes on Labor**

Testing & Verification

Details the testing performed to ensure the repair was successful.

Operating Hours After Repair

Enter a number...

Initial Startup Verification

- ☐ Successful
- ☐ Needs Adjustment
- ☐ Failed

Describe Startup Observations

Write something...

Measured Pressure (if applicable)

Enter a number...

Performance Test Passed?

- ☐ Yes
- ☐ No
- ☐ Not Applicable

Details of Performance Test Results

Write something...

Date of Next Performance Check

Enter date...

Post-Repair Maintenance & Recommendations

Includes preventative maintenance tasks and recommendations to avoid future issues.

Next Oil Change Due Date

Enter date...

Hours Until Next Filter Replacement

Enter a number...

Preventative Maintenance Tasks Performed

- ☐ Lubrication
- ☐ Inspection of Belts/Chains
- ☐ Check Fluid Levels
- ☐ Grease Fittings
- ☐ Visual Inspection for Leaks/Damage

Detailed Post-Repair Inspection Notes

Write something...

Operator Training Required?

- ☐ Yes
- ☐ No

Specific Recommendations for Operator

Write something...

Next Scheduled Inspection Date

Enter date...

Return to Service & Sign-Off

Confirms the equipment is operational and approved for use.

Return to Service Date

Enter date...

Return to Service Time

Enter time...

Final Inspection Notes (Operator/Mechanic)

Write something...

Operational Status

- ☐ Fully Operational
- ☐ Limited Functionality - See Notes

Hours/Cycles Since Repair (Estimated)

Enter a number...

Mechanic Signature

Operator Acceptance (if applicable)

Any conditions or limitations of use?

Write something...