



# Equipment Repair Log Checklist

## Equipment Identification

Details to uniquely identify the equipment being repaired.

### Equipment Serial Number

### Equipment Type

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

### Manufacturer

### Model Number

### Date of Purchase (if known)

Enter date...

### Asset Tag/ID (if applicable)

Write something...

## Repair Request & Authorization

Records the initial request and approval for the repair.

### Date of Request

Enter date...

### 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)

Enter a number...

### Special Tools or Techniques Used

Write something...

### 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

### Quantity

### Unit Cost

### 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

Enter a number...

### Start Time of Labor

Enter date...

### End Time of Labor

### Mechanic(s) Involved

Write something...

### Labor Rate (\$/Hour)

Enter a number...

### Notes on Labor

Write something...

## 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

### 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...