

# 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...