

# Equipment Maintenance Log

Format No.:

NAME OF EQUIPMENT				
LAB ID NO.	MODEL NO.	SERIAL NO	RANGE	POWER SOURCE
EQUIPMENT / INSTRUMENT MANUFACTURER				
DATE OF RECEIPT		DATE OF SERVICES STARTED		
LOCATION / AREA				
SERVICE ENGINEER NAME & CONTACTS				
SPARE / PARTS DETAILS				
SUPPLIER NAME	SPARE / PART NAME		PARTS OF EQUIPMENT / INSTRUMENT	REPLACED PART RETURNED DATE
NAME OF PERSONNEL – ANALYSIS / CALIBRATION ( OWNER OF EQUIPMENT / INSTRUMENT IN LABORATORY)				
DAMAGED DETAILS IN EQUIPMENT				
CALIBRATION STATUS				
RECORDS OF MAINTENANCE / DESCRIPTIONS				
ANALYSIS ON DAMAGES / FAILURE OF EQUIPMENT				
SERVICE / MAINTENANCE ENGINEER				
SIGNATURE	STAMP	DATE	REMARKS, IF ANY	
VERIFIED – LABORATORY MANAGER				