

MACHINE REPAIR FORM

FORMAT NO.:

Machine / Equipment Name:

Date:

Repair Request No.:

Request Date: ___/___/___ Requested by:

Repair Request Details: _____

Fault Time: _____

Fault Details: _____

Details of Machine / Equipment / Previous fault details

Reason for Failure

--

Used Material Details / Costing

--

Repairing Details

--

Remarks by Engineer: _____

Engineer – Mechanical Engineer

Engineer – Electrical Engineer

Manager – Maintenance

Manager - Production