

Service Report Sample for Maintenance Engineer

Date: _____

Service Report No.: _____

Customer/Company Name: _____

Equipment Name/Type: _____

Equipment Serial No.: _____

Location of Service: _____

1. Service Details

Task Performed	Description	Status	Remarks
Inspection	Visual and operational inspection of equipment	<input type="checkbox"/> Completed <input type="checkbox"/> Not Completed	_____
Routine Maintenance	Lubrication, cleaning, tightening, etc.	<input type="checkbox"/> Completed <input type="checkbox"/> Not Completed	_____
Repairs	Replacement/repair of faulty parts	<input type="checkbox"/> Completed <input type="checkbox"/> Not Completed	_____

2. Observations & Recommendations

3. Parts Used / Replaced

Part Name	Part Number	Quantity	Remarks
_____	_____	_____	_____

4. Next Scheduled Service

Date: _____

5. Engineer's Signature

_____ (Name & Signature)

6. Customer/Authorized Person's Acknowledgement

Date: _____

This report provides a detailed account of equipment inspections, repairs, and routine maintenance tasks. It ensures accurate documentation of work performed and helps in tracking the performance and reliability of machinery. Maintaining such reports is essential for operational efficiency and preventing future breakdowns.