

# 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

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## 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.*