

Asset Information

Name	ID
<input type="text"/>	<input type="text"/>
Manufacturer	Model Number
<input type="text"/>	<input type="text"/>
Serial Number	Location
<input type="text"/>	<input type="text"/>
Department	Inspection Date
<input type="text"/>	<input type="text"/>

Maintenance Type

☐ Routine

☐ Corrective

☐ Predictive

Pre-maintenance preparation

Before starting, confirm that all safety measures and preparatory steps are completed.

- ☐ Review maintenance logs and past service reports
- ☐ Notify relevant personnel about upcoming maintenance work
- ☐ Gather required tools, spare parts, and safety equipment
- ☐ Follow Lockout/Tagout (LOTO) procedures if applicable
- ☐ Ensure work environment is clean and hazard-free

General Inspection Checklist

1. External Condition

- ☐ Check for visible wear, cracks, rust, or leaks
- ☐ Ensure all fasteners, bolts, and structural components are intact
- ☐ Inspect protective guards and covers for proper placement

2. Cleaning & Lubrication

- ☐ Remove dust, dirt, and debris from equipment surfaces
- ☐ Clean vents, air filters, and cooling fans to prevent overheating
- ☐ Apply lubrication to moving parts, bearings, gears, and chains

3. Electrical Systems

- ☐ Inspect wiring for frays, corrosion, or loose connections

- ☐ Check voltage, current, and resistance levels using a multimeter
- ☐ Test circuit breakers, fuses, and grounding connections

4. Mechanical Components

- ☐ Check belts and pulleys for tension and wear
- ☐ Inspect gears and bearings for smooth operation
- ☐ Verify hydraulic or pneumatic systems for leaks and pressure levels

5. Safety and Compliance Checks

- ☐ Confirm emergency stop functions are operational
- ☐ Test alarm systems, fire suppression, and ventilation controls
- ☐ Verify compliance with OSHA/local safety regulations

Functional Testing

- ☐ Power on the equipment and observe startup sequence
- ☐ Listen for unusual noises, vibrations, or delays
- ☐ Test operational controls and automation settings
- ☐ Run a performance test under standard operating conditions

Repairs and Corrective Actions

Issues Identified	Immediate Actions Taken
<div></div>	<div></div>
Additional Repairs Required?	Replacement Parts Needed?
<div><input type="checkbox"/> Yes<input type="checkbox"/> No</div>	<div><input type="checkbox"/> Yes<input type="checkbox"/> No</div>
Technician Notes	
<div></div>	

Next Maintenance Schedule

Next Inspection Due Date	
<div></div>	
Maintenance Frequency	
<div><input type="checkbox"/> Weekly<input type="checkbox"/> Monthly</div>	<div><input type="checkbox"/> Quarterly<input type="checkbox"/> Annually</div>
Responsible Personnel	Technician Signature
<div></div>	<div></div>