

I'm not robot!

Machine Maintenance Plan

Format No.:

| | | |
|--|---|--------------------|
| Machine Name | | Identification No. |
| | | |
| Serial No. | Machine Maker Name & Contacts / Mfg. Date | |
| Department / Location / Area (Deployed) | | |

Report Failure:

| Sr. No | Item Name / Failure Part | Replaced / Repaired / CLIT | Job Completed? (YES/No) | Description of Job |
|--------|--------------------------|----------------------------|-------------------------|--------------------|
| | | | | |
| | | | | |
| | | | | |
| | | | | |

Remarks, if any:

MAINTENANCE ENGINEER SIGNATURE

HOD - PRODUCTION

| Maintenance | M | T | W | T | F | S | S | Operator |
|---|---|---|---|---|---|---|---|----------|
| Run leak test. | | | | | | | | |
| Run performance check standard as required by method. | | | | | | | | |
| Run calibration curve as required by method. | | | | | | | | |
| Note gas when below 5000 kPa/30 bar/750 psig. | | | | | | | | |
| Check gas pressure at cylinder. | | | | | | | | |
| Change inspector lines. | | | | | | | | |
| Change N2L septum. | | | | | | | | |
| Change P1L septum. | | | | | | | | |
| Change 1K septum. | | | | | | | | |
| Comments/Observations | | | | | | | | |

Maintenance breakdown repair report description. What should be included in a maintenance report. Maintenance report example. How do i write a maintenance report.

Whether it's a complaint, incident or bug, giving one a proper way to report is pretty important. You can get all the information you need with our report form templates. Jotform's online report forms are fully customizable and completely free to use. With the Jotform builder, your report templates have access to widgets, apps, and themes to encourage engagement and improve the amount of information collected. Select a report form example from our collection or get started on a fresh form. Try one of our free online report form templates today! Preview The Police Incident Report Form allows citizens to report a non-urgent incident or matter providing the information of date, time, location and any further details of the issue. Police Officer Forms Preview Do you want to follow the progress of your web developers? Use this website development progress report sample to tet work progress reports easily from your web developers. Web development report includes personal information, started date, target date, and progress of work. IT Forms Preview Track employee progress with an Employee End of Day Report Form. View goals, tasks, complaints, and questions online. Customize and embed for free. Business Forms Preview A medical report form is a document used by medical professionals for documenting a patient's medical treatment. Abstract Forms Preview A standard IT Service Form, useful for businesses that deal with everyday IT related tasks which can be used as an IT service ticket template that allows file attachment and provides an area for further information. Business Forms Preview This motor vehicle accident form is useful for individuals who need to complete a full report about their car accident. Motor vehicle accident form templates are important because they're convenient and have preset questions ready to go. When you employ this motor vehicle accident form template, you'll be able to gather all of the information that you need. This motor vehicle accident form sample is a great start for organizations that need a high quality form fast. Services Forms Preview IT Service Request Form allows your customers to report an issue and make a request regarding a repair through providing their contact information, category of the problem, any further explanation and comments. Business Forms Preview Report expenses for employees at your company. Enter costs, upload receipts, and more. Easy-to-customize online form. Fill out and manage responses on any device. Business Forms Preview Here is a school counseling notes template that a counselor can use to keep track of the counseling sessions. You can enter the client's name and the date, also you can choose the modality from a dropdown list. Then you can enter the additional information about the counseling session, including the themes discussed, treatments, interventions techniques, summary and responses to the intervention. Have an easier way to keep track of your counseling sessions by using this school counseling case notes template today! School Counselor Forms Preview The School Incident Report Form allows immediate reporting of an incident occurred, providing student, staff, date/time, location, responder information. It also detects the motivation behind mentioned incident and its consequence. Education Forms Preview This daily sales report form template might be so useful for your business and daily sales reporting. You can easily collect total daily sales for each branch, category. Moreover, you can identify the income and expense totals and present them to your manager. Business Forms Preview Are you searching around the web for complaint form template html codes in order to create an online for that is simple, effective and easy to fill out? Well, you can find all that qualities in this complaint form template. This complaint form template includes details of the complaint and the complainant. If this form template meets your expectation, then just use this complaint form template and even manage it as you wish. Report Forms Preview Do you want to follow your employees weekly worked hours? This timesheet report template is a great example of how you can use a form as a Time Sheet for reporting your hours on the job. It's perfect for businesses and large corporations who prefer a digital method or manual backup. Employee time sheet form contains employee's information and total hours when the employee worked each day. Business Forms Preview Perform weekly police vehicle inspections for your precinct with this free online Vehicle Inspection Form. Easy to customize and fill out on any device. Audit Preview Use this Allegation Form to get to know about the issue or complaints about your company and get better at customer relationships easily. Report Forms Preview Collect issue reports from company members with a free online Issue Tracking Form. Great for IT departments. Sync with 100+ apps. View responses on any device. Report Forms Preview In order for your kitchen or restaurant management to be effective, you need to have a proper tracking of food inventory. Having a proper inventory of your ingredients helps maintain a buffer on the movement of your items, replenished in due time and thus reduces the risk that might affect the productivity or your business. This food inventory form template is a simple inventory form which you can use for submitting reports. The form contains predetermined items which is easy to modify and replace to your preference. Report Forms Preview This character profile form is adequate for capturing the information about your characters. So, unlike before when you have to use papers for doing this, you can now use this form to capture that information. This has a lot of advantages because you do not have to deal with papers anymore. However, it should be noted that this is just a short character profile form that enables you to capture just the most relevant information about the characters. After all, you don't really need all the details in many circumstances. It is a good thing that Jotform offers this character profile form for writers and that it is considered the best among many renowned writers. Report Forms Preview This shift report template is meant to be used by managers and supervisors in the airline industry. The shift report example is focused on employees working on the baggage carousel in an airport. The report is quite detailed and will allow the manager to include incidents, delays, tardiness, safety and lost items. You can use this as an end of shift report template that you can review and share with other operations managers on duty. Business Forms Preview A daily field report is a pre-formatted document that store information about a day's work, typically for a work crew. Business Forms Preview A Departmental Report Form template useful for preparing daily reports regarding the department, internal issues and payroll through areas to fill/select/upload necessary information and documents with the manager contact information. Business Forms Preview With this cash up sheet template, you can easily prepare daily/nightly cash up reports for your company. Count all the cash&tips and enter it into the form, it will automatically calculate the totals for you. Was one of your staff sick today? Or had been any incidents? If so, with this form, you can also prepare a service report includes this information and many more. Whether you are running a company, restaurant or a cafe, feel free to customize this cash up sheet template. Business Forms Preview If you search daily performance and management report form, you don't need to search more. You can use this useful and simple form and customize the form for your own needs. The daily management report form will be used to manage the daily tasks, canalize your employees to tasks and detect the performances of employees. Start building your form today by starting off with our daily management report. Business Forms Preview Use this CRM Support Ticket Form as a tool to interact with your customers and collect reports based on their experience, allow them to select a type of ticket, select their browser, OS information and upload screenshots. Business Forms Preview How many filters did we use last month? Have our MTTR and MTBF improved after the last procedure update? What is our planned maintenance percentage? How much money did we spend on the repair of that conveyor belt? All of those answers should be easily accessible in a maintenance report. The reason we used "should be" instead of "are" is because many organizations either do not have the data to generate maintenance reports, or the reports are so inaccurate that they lead to wrong conclusions. It's time to turn that trend around. With the right tools and practices in place, everyone can have access to useful information and use it to improve their maintenance operations. Let's see how. What is a maintenance report? A maintenance report is a document that contains specific information about your past maintenance actions and their effect on cost, assets, and business performance. In general, maintenance reports are used to track KPIs and performance indicators which the department identified as worthy to follow. For any report to be useful, it has to be: Concise: the report should be brief but comprehensive; presented in a way that makes complex data easy to digest. Fact-based: accurate; up-to-date; objective, based on hard data rather than opinions and speculations. Reviewed in the proper context: was downtime prolonged because a supplier delayed the shipment of an important spare part or because we didn't order it in time - context is crucial for decision making. With a CMMS, the reports can be created at the level of parts, assets, floors, locations, employees, shifts, and so on - depending on what the organization decides to track. Additionally, modern CMMS will allow you to dig deeper into each maintenance report, not just view the top-line number. This ability to drill down into maintenance data is extremely useful for finding problem areas and gives important context for decision-making. Prerequisites for generating accurate reports Continuously generating accurate reports requires more than just having access to maintenance records. We identified three key prerequisites. If you get all of them right, you will be on the right track. Access to CMMS or comparable digital system CMMS is designed to be a centralized repository of your maintenance data. Since it automates a big chunk of data entry, there is less room for human error. It's nearly impossible to lose or misplace records when they are stored in a CMMS database. In contrast to manual tracking, almost every maintenance action can be tracked through the software. Let's take the example of a work order. A WO is created based on a maintenance request form. A supervisor assigns it to a technician. The technician performs the work, leaves notes, and closes the WO. Here's what CMMS records about that interaction: total number of (open) work requests increased by 1 total number of (open) work orders increased by 1 details about who submitted the work request and when details about who created the WO and when; who it was assigned to who performed the work, how long did the repair last, was the work performed on time which spare parts have been used (parts inventory database automatically updated) comments left by the technician are added to the corresponding equipment maintenance log total number of closed work requests and work orders increased by 1 if you look closely, just opening and closing a simple work order results in at least 14 data points - and most of them are automatically recorded. We didn't even include how the system automatically calculates the exact costs of this action based on spent parts and labor. There's simply no other way to get close to this level of data without using a computerized maintenance management system. Proper data management and standardization Those who actively track high volumes of maintenance data either do it with maintenance software or by using customized spreadsheets. In both scenarios, it's important to have good data management practices. High levels of data standardization can be achieved by following these steps: Decide what you do and do not want to track. Tracking data you do not use wastes your internal resources and leaves more room for error, especially if it requires manual entry. Define scales and measurements. Is something graded on a scale 1-5 or 1-10? Is the measuring unit in kilograms or pounds? You do not want to end up comparing apples with oranges. Standardize manual data entry. How is data entered, changed, and deleted? When is it appropriate to use abbreviations? Which fields are compulsory and which are optional? Which naming conventions should be followed when adding new assets to the list? Setting simple data entry guidelines will go a long way in ensuring consistent records. It is much easier to find the right record or generate a report if everyone uses the data in the same way. Commitment from all personnel handling the data A certain amount of manual data entry is unavoidable, even with a CMMS. This always leaves the possibility for human error. Complacency and lack of attention while entering data into the system are common problems. Maintenance managers need to drive home the importance of having accurate data and create a culture that reflects that. Imagine the following situation. A new hire is closing a work order. He is prompted to enter which parts he used and how much time did he spend performing the repair. He asks the more experienced colleague to help him out. Depending on the company culture, the answer will be either "Sure, let's double-check everything," or "Just write a ballpark figure, nobody checks these things anyway." If maintenance personnel is not doing their due diligence in this regard, you are unlikely to have reliable maintenance records. What to include in a maintenance report This depends entirely on what you are making the report for. It is impossible to give a unified template. In general, an official maintenance report might include: information about the organization (name, logo, address, contact information...) name/type of the report timeframe for which the report was generated report details (the main part of the report that outlines all of the data) any additional information that might be useful (considered on a case-to-case basis) Now, if you are actually searching for maintenance service reports used for performing specific maintenance work, you can find a variety of maintenance report form templates here. These individual forms can be used as input when creating the summarized reports we discuss next. The most common types of maintenance reports With the right data, maintenance and facility managers can generate dozens of useful maintenance reports. Here's a list of the most common ones: Breakdown of total maintenance costs: can include parts cost, labor cost, vendor cost, and more. Preventive maintenance report: includes an overview of preventive maintenance activities and maintenance schedules (number of PM tasks open, scheduled, closed, and deferred, planned maintenance percentage.). It can be broken down by location, equipment type, vendor, etc. Work order report: an overview of work order management activities - received maintenance tickets and created, open, closed, and deferred WOs. Asset history report: it can include the list of purchase orders, PMs, WOs, spare parts, and other resources spent on a specific asset or group of assets. Purchase order report: list of created, sent, scheduled, received, and closed purchase orders; can be broken down by vendor, facility, priority, order type, order status, and more. Vendor history report: an overview of the work performed by a maintenance vendor and associated costs. Labor summary report: it can include things like total hours spent, overtime hours, hours spent on reactive vs proactive work, individual performances, and more. Performance report: numerous reports can be generated to track metrics like MTTR, MTBF, number of planned vs unplanned tasks, number of breakdowns, downtime duration, etc. Every maintenance report is created for a specific time interval. If you are using a CMMS, you can build a template and use it to generate future reports in a couple of clicks. This can be very useful for generating daily, weekly, and monthly reports. Some organizations might even use it to streamline annual reporting as well. Instead of piling through papers and spreadsheet columns every time you need to send a report, you only need to set it up once and let the system do the rest. Create and automate maintenance reports with Limble CMMS Limble CMMS allows you to create custom fields for tracking basically anything you need. Limble users can open our custom report builder and combine any of those custom fields with standard predefined fields to create a ton of unique reports for any situation. It takes one click to share the reports with other Limble users or to generate a PDF that can be sent to anyone else. One closely related feature that our customers really like is the option to build a custom dashboard out of different reports (as seen in the image below). In short, you can populate the dashboard with all kinds of reports that are updated in real-time. Then, you can share the dashboard on a TV. It is encouraging to see the numbers change as the tasks are being completed. There is only so much info that can fit on one screen. No problem here. You can create multiple dashboards and tell Limble to cycle through them every X seconds. It is a small feature, but we've got great feedback on it in the past. The last thing left to do is to show how all of this works in practice. For anyone interested in learning more about Limble's custom dashboards and maintenance reporting capabilities, take a few minutes to skim through the video below. The video itself is on the longer side, but it shows how powerful and flexible our reporting system really is. If this looks like something that would save you several hours every week, you can check our pricing page to start a 30-day trial. Alternatively, you can contact us to get a personalized walkthrough and get an overview of all major features. And remember, you need good reports to make great decisions!

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