



3A.11 Maintenance Tracker Template

Introduction

The Maintenance Form can help you track and monitor the sufficient, consistent maintenance of your equipment. This can help you avoid equipment malfunction, which affects the safety of its users and the operating costs of the organization. It also keeps the infrastructure and equipment in optimal condition, which can help extend its shelf life and save you money on the backend for buying new equipment.

There are 3 types of maintenance:

- **Preventive:** Work performed on infrastructure and equipment to optimize their operation.
- **Corrective:** When a fault arises, this fault is corrected to restore its usual state.
- **Predictive:** Reviews are conducted before the failure occurs, through signals arising from the equipment itself.

Instructions

This template has two forms: the Equipment Data Form, and the General Maintenance Form. Fill out the Equipment Data Form with the identification information for all of your heavy equipment. This is a preventative strategy that can help you track when you need to run safety checks. Then, use the General Maintenance Form for tracking the specific maintenance performed on pieces of equipment.



Equipment Data Form

TECHNICAL INFORMATION	
EQUIPMENT REFERENCE NO.:	SERIAL NUMBER:
EQUIPMENT LOCATION:	PHONE NUMBER:
MANUFACTURER:	
OBSERVATIONS:	
TECHNICAL CHARACTERISTICS	
Equipment code:	<div style="border: 1px solid black; width: 150px; height: 80px; margin: 0 auto; display: flex; align-items: center; justify-content: center;"> <i>Equipment photo</i> </div>
RELATED DOCUMENTATION	
EQUIPMENT HISTORY	
MANUFACTURING DATE:	
INSTALLATION DATE:	
OPERATING TIME:	
EQUIPMENT ISSUE	FREQUENCY OF ISSUE



General Maintenance Form

GENERAL MAINTENANCE FORM					
DESCRIPTION		CODE		FREQUENCY	
				HOURS	
LOCATION	PART OF THE EQUIPMENT	ACTIONS TO BE TAKEN	WORKING HOURS	COSTS	DATE
OBSERVATIONS			PERFORMED BY (Date/Time)		