

# Corrective Maintenance Report

Report No.	Date	
Reported By	Contact	
Location	Department	
Asset/Equipment	Asset ID	

## 1. Description of Issue

---

## 2. Root Cause Analysis

---

## 3. Corrective Actions Taken

---

## 4. Materials & Parts Used

Item	Part Number	Quantity	Remarks

## 5. Downtime (if any)

Start Time	End Time	
Total Downtime		

## 6. Completed By

Technician Name	
Signature	
Date	

## 7. Verified By

Supervisor/Manager	
Signature	

Date	
------	--

## Important Notes

- Ensure all sections are completed with accurate and clear information.
- Document all materials and parts used in the corrective process.
- Describe the root cause and action taken in detail for future reference.
- Obtain signatures from both technician and supervisor/manager to verify completion.
- Retain this report for maintenance records and audit purposes.