

# 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	
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**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.