

Digital Maintenance Record Form

Record Number

Date of Maintenance

Asset/Equipment Name

Asset ID/Serial Number

Location

Performed By

Type of Maintenance

Describe the maintenance

Maintenance Details

Next Scheduled Maintenance

Verified By

Optional remarks...

Additional Remarks

Important Notes:

- This form should be completed immediately after maintenance work is performed.
- Ensure all data entered is accurate and complete to maintain compliance and asset history integrity.
- Digital records must be securely stored, regularly backed up, and protected from unauthorized access.
- Attach supplementary documents (e.g., photos, invoices) if necessary in the digital system.
- Regular review of maintenance records is crucial for predictive maintenance and audit readiness.