

# Asset Maintenance Log

## Corrective Maintenance Report

Asset Name	[Asset Name]	Asset ID / Serial No.	[Asset ID / Serial Number]
Location	[Asset Location]	Department	[Department]
Reported By	[Name]	Date Reported	[YYYY-MM-DD]
Work Order No.	[WO Number]	Priority	[Low / Medium / High / Urgent]

### Description of Problem / Fault

[Detailed description of the issue or symptoms noted]

### Root Cause Analysis

[Identified root cause of the problem]

### Corrective Action Taken

[Description of corrective actions carried out]

### Parts Replaced / Materials Used

Part / Material	Quantity	Remarks
[Part/Material Name]	[Qty]	[Remarks]

### Date & Time of Repair

Start [YYYY-MM-DD HH:MM] End [YYYY-MM-DD HH:MM]

### Technician / Engineer

Name	[Technician Name]	Signature	[Signature]
------	-------------------	-----------	-------------

### Supervisor Verification

Name	[Supervisor Name]	Date	[YYYY-MM-DD]
------	-------------------	------	--------------

### Important Notes

- This document provides a record of corrective maintenance actions taken on an asset following unexpected breakdowns or faults.
- Accurate and complete reporting helps ensure maintenance traceability and future failure analysis.
- Ensure all parts replaced and actions taken are clearly listed and described.
- Both technician and supervisor verification are essential for work validation and compliance.
- This log is critical for regulatory, warranty, and audit purposes.