

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]
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Technician / Engineer

Name	[Technician Name]	Signature	[Signature]
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Supervisor Verification

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