

Asset Maintenance Log: Inspection Checklist

Asset Name: _____
Asset ID/Serial No.: _____
Location: _____
Inspection Date: ____ / ____ / ____
Inspected By: _____

Inspection Checklist

Inspection Item	Status (OK/Needs Attention)	Comments/Remarks
Physical Condition	_____	_____
Operational Functionality	_____	_____
Safety Devices/Guards	_____	_____
Electrical Components	_____	_____
Lubrication / Fluids Level	_____	_____
Cleanliness	_____	_____
Other Observations	_____	_____

Follow-up Actions Required:

Next Scheduled Inspection: ____ / ____ / ____
Inspector's Signature: _____

Important Notes:

- This document helps ensure all critical asset parameters are regularly checked and logged.
- Record all observations precisely; ambiguous entries may undermine maintenance effectiveness.
- Any 'Needs Attention' status should result in timely corrective action and follow-up documentation.
- Keep this log accessible for audits, compliance, and trend analysis over time.