

Machinery Preventive Maintenance Documentation Template

Machinery Name:

Asset ID:

Location:

Department:

Maintenance Date:

Technician:

Preventive Maintenance Checklist

Task Description	Status (OK/NG)	Remarks
Inspect belts and pulleys		
Lubricate moving parts		
Check electrical connections		
Examine safety guards		
Other: _____		

Parts Replaced / Consumables Used

Part/Consumable	Quantity	Remarks

Findings & Corrective Actions

Finding/Observation	Action Taken	Remarks

Sign-Off

Technician Signature	Date	Supervisor Signature	Date

Important Notes

- Ensure all preventive maintenance tasks are completed as per the set schedule.
- Document any issues and corrective actions clearly for future reference.
- Signatures confirm both completion and verification of the tasks.
- Retain records for audits and continuous improvement processes.
- Update maintenance procedures if recurring issues are observed.