

Centralized Equipment Warranty Management Format

Organization / Department: _____
Document No.: _____

Date: ____/____/____
Prepared by: _____

1. Equipment Warranty Register

No.	Equipment Name	Model / Serial No.	Location	Supplier / Vendor	Date of Purchase	Warranty Period (Months)	Warranty Expiry Date	Invoice / PO Number	Remarks
1	_____	_____	_____	_____	__/__/__	__	__/__/__	_____	_____
2	_____	_____	_____	_____	__/__/__	__	__/__/__	_____	_____

2. Warranty Claim Log

No.	Equipment Name	Date Issue Reported	Description of Issue	Date Claim Submitted	Status	Resolved Date	Remarks
1	_____	__/__/__	_____	__/__/__	_____	__/__/__	_____
2	_____	__/__/__	_____	__/__/__	_____	__/__/__	_____

3. Summary / Observations

Important Notes:

- Keep this document updated with every new equipment purchase and claim activity.
- Review warranty expiry dates regularly to plan timely maintenance or renewal.
- Attach supporting documents (invoices, warranty cards) for reference.
- This format helps in centralizing warranty management and tracking claims efficiently.
- Assign a responsible person for maintaining and updating this register.