##### Statement of Equipment Defect

This is to advise the defect(s) of the following equipment and parts (as described in details):

[EQUIP\_NO] [EQUIP\_DESC1] [EQUIP\_DESC2]

The statement is given after checking the condition of the equipment.

Checked by : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Badge No : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The defect(s) involves the following parts of the equipment:

**Type of defect :**

* Normal use.
* Other than normal use, (please specify) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Considering the defect(s) as mentioned above, our recommendation is as follows**:

* The equipment cannot be repaired due to the obsoleteness of spare-parts.
* The equipment shall NOT be repaired because the repair cost is too expensive compared to the price of purchasing new equipment. (*see attachment*)
* The equipment parts can be repaired at user’s cost. (*see attachment*)
* The equipment parts can be replaced at user’s cost. (*see attachment*)

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| **IT Help Desk** |

**Name :**

**Date :**