**Pothole Repair Completion Report (Editable Template)**

**[ PROJECT / WORK ORDER #: ]**

**Engineer’s Name:**  
**Department:**  
**Date of Completion:**  
**Location of Repair:**  
**Coordinates (optional):**

**1. Work Summary**

**Description of Pothole:**  
*[Briefly describe the original issue, e.g., “Large pothole in lane 2, approx. 1.2 m x 0.8 m, depth 12 cm, causing vehicle discomfort and possible hazard.”]*

**Date and Time Work Started:**  
**Date and Time Work Completed:**  
**Crew Members Involved:**

**2. Materials and Equipment Used**

| **Material / Equipment** | **Quantity / Type** | **Purpose / Notes** |
| --- | --- | --- |
|  |  |  |
|  |  |  |

**3. Repair Method**

\_[Describe the procedure: e.g.,]

* Cleaned pothole and surrounding area
* Applied tack coat
* Filled with hot/cold mix asphalt
* Compacted with roller
* Edge sealed (if applicable)\_

**4. Measurements**

* **Area Repaired:** \_\_\_\_\_\_\_\_\_ sq. meters
* **Depth of Cut:** \_\_\_\_\_\_\_\_\_\_ cm
* **Material Quantity Used:** \_\_\_\_\_\_\_\_\_\_\_ (e.g., tons, bags)

**5. Before and After Photographs**

*(Attach or link digital photos if available/instructed)*

**6. Issues/Observations**

* No issues encountered
* (If any) Describe difficulties or unexpected findings:

**7. Recommendations/Further Actions**

* No further action needed
* Follow-up inspection needed on \_\_\_\_\_\_\_\_
* Additional repairs recommended: \_\_\_\_\_\_\_\_\_\_\_

**Engineer’s Signature:**  
**Date:**

**To use:**

* Copy this format into Word or a Google Doc
* Fill out or expand tables as needed
* Save or export as .docx for editing and sharing