

Equipment Record Report

Performed On: 2025-05-25

Signed off:	Carlos Garcia
Performed by:	Laura Rossi

Below is the summary of service actions and downtimes for each machine. Ensure all safety checks were completed during servicing. This section captures equipment status and any maintenance observations. Check that all downtime events are properly categorized and logged. Use this record to plan upcoming upkeep and repairs.

Section A:

Machine ID	MC-283	MC-265	MC-214	MC-258	MC-220
Machine	CNC Milling Machine	Laser Cutter	Packaging Line	Conveyor Belt	Plasma Cutter
Service Type	Inspection	Corrective	Inspection	Inspection	Preventive
Operator	Carlos Garcia	Jan Kowalski	Carlos Garcia	Laura Rossi	Carlos Garcia
Downtime	3.7	2.2	1.7	2.8	3.8
Comments	Refilled oil (HLP 46).	Li-Ion battery pack serviced.	Refilled oil (HLP 46).	Wooden pallet checked.	Switch contacts cleaned.

Section B:

Machine ID	MC-258	MC-214	MC-220	MC-283	MC-265
Machine	Conveyor Belt	Packaging Line	Plasma Cutter	CNC Milling Machine	Laser Cutter
Service Type	Inspection	Preventive	Corrective	Corrective	Preventive
Operator	Peter Schmidt	Jan Kowalski	Carlos Garcia	Carlos Garcia	Jan Kowalski
Downtime	2.3	2.1	3.4	3.4	2.4
Comments	Li-Ion battery pack serviced.	Alignment of hinges adjusted.	No issues found.	No issues found.	No issues found.

Ensure that each service entry has the required approvals. Record any spare parts usage for inventory adjustment. Maintenance notes are archived for compliance audits. Confirm that all corrective actions were properly closed out. Ensure next preventive service is scheduled according to plan. All maintenance durations are recorded for performance metrics.

Uptime (%)	Error Count	Notes
92.80%	1	Replaced filter