ACTIVEMAP / FILLED EXAMPLE

Workshop equipment inspection and maintenance report

Illustrative demonstration data. A form example, not an actual job record or an app export.

Workshop / equipment	Demo rolling mill / Conveyor CV-12
Shift / job	Day shift, 20 Oct 2026 / MT-020
Crew / checklist	Demo maintenance crew B / Workshop inspection MC-02

01 / WORK RECORD AND OBSERVATIONS

Check / work item	Recorded result	Evidence / outstanding action
Equipment label	Label worn	P01 / Replacement label requested
Scheduled visual inspection	Observations recorded	P02 / Review notes against CV-12
Work area housekeeping	Assigned work completed	P03 / Result recorded for the shift

02 / EVIDENCE AND FOLLOW-UP

Work / materials used	Work area housekeeping completed. No replacement materials reported in this example.
Next shift / owner / due	Review label replacement request / Demo workshop supervisor / 21 Oct 2026.
Open issue / photo references	Label observation remains open. P01-P03 are illustrative photo references; report pending review.

03 / SIGN-OFF

Maintenance crew / prepared by	Workshop supervisor / reviewer
Name: _____	Name: _____
Signature: _____	Signature: _____
Date / time: _____	Date / time: _____

Record equipment IDs, work completed and unresolved defects under the plant's procedures. Include the next action and responsible person in the shift handover.

ACTIVEMAP / BLANK TEMPLATE

Workshop equipment inspection and maintenance report

Adapt the fields and review process to your organisation.

Workshop / equipment	
Shift / job	
Crew / checklist	

01 / WORK RECORD AND OBSERVATIONS

Check / work item	Recorded result	Evidence / outstanding action

02 / EVIDENCE AND FOLLOW-UP

Work / materials used	
Next shift / owner / due	
Open issue / photo references	

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Maintenance crew / prepared by	Workshop supervisor / reviewer
Name: _____	Name: _____
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Record equipment IDs, work completed and unresolved defects under the plant's procedures. Include the next action and responsible person in the shift handover.