

# Equipment Repair Work Order

Work Order No.

Date Requested

Department

Equipment Name / ID

Production Line

Location

Problem Description

Work Performed / Action Taken

Parts/Materials Used

Part/Material Description	Part Number	Qty	Vendor / Source	Remarks

Downtime (if any)

e.g. 2 hours

Date Completed

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Requested By

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Performed By (Technician)

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Checked / Approved By

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