

Monthly Maintenance Summary Report for Production Equipment

Month: _____

Year: _____

Department: _____

Prepared By: _____

Date Prepared: _____

Equipment Maintenance Summary

Equipment ID	Equipment Name	Planned Maintenance	Performed Maintenance	Unplanned Downtime (hrs)	Remarks
_____	_____	Yes / No	Yes / No	_____	_____
_____	_____	Yes / No	Yes / No	_____	_____
_____	_____	Yes / No	Yes / No	_____	_____

Summary of Activities

Date	Activity Description	Responsible Person	Remarks
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Issues & Recommendations

Issue	Action Taken	Recommendation
_____	_____	_____
_____	_____	_____

Prepared By

Name & Signature

Reviewed By

Name & Signature

Approved By

Name & Signature