

# EQUIPMENT MAINTENANCE FILE TEMPLATE

## *Audit-Ready Equipment Compliance Record*

### 1. Equipment Information

- Equipment ID #: \_\_\_\_\_
- Serial #: \_\_\_\_\_
- Year / Make / Model: \_\_\_\_\_
- Equipment Type (Skid Steer / Loader / Forklift / Generator / etc.):  
\_\_\_\_\_
- Engine Type (Gas / Diesel / Electric / Hydraulic): \_\_\_\_\_
- Hours at Onboarding: \_\_\_\_\_
- In-Service Date: \_\_\_\_\_
- Assigned PM Schedule (PM-A / PM-B / PM-C): \_\_\_\_\_

### 2. Required Documentation

- Manufacturer's manual (digital or printed)
- Safety decals verified
- Load chart (if applicable)
- Operator certification (forklifts, aerial lifts, etc.)
- Warranty documents
- Recall notices & proof of completion

### 3. PM & Service Records

#### *Attach or log all PMs, repairs, and inspections*

- PM-A service records
- PM-B service records
- PM-C service records
- Hydraulic service records
- Engine service records
- Transmission/drive system service records
- Tire/track replacement records
- Attachment service records (bucket, forks, augers, etc.)

## 4. Maintenance Log (Running Record)

Code

DATE      HOURS      SERVICE TYPE (PM-A/B/C, REPAIR)      TECH      NOTES / DEFECTS / PARTS USED

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_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

## 5. DVIR / Defect & Correction Log

*Required to show defects were repaired before next use*

Code

DATE      OPERATOR      DEFECT FOUND?      DESCRIPTION      CORRECTIVE ACTION  
TECH      DATE FIXED

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_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

## 6. Hydraulic System Records

- Hydraulic fluid changes
- Hydraulic filter changes
- Cylinder leak repairs
- Hose replacements
- Quick-coupler repairs
- Control valve repairs

## 7. Engine & Drivetrain Records

- Engine oil & filter changes
- Fuel filter changes

- Air filter changes (primary/secondary)
- Cooling system service
- Drive motor repairs
- Hubs/planetaries service
- Chain case service (if applicable)

## 8. Structural & Attachment Records

- Boom arms & pivot pins
- Frame cracks/weld repairs
- Bucket/fork/attachment repairs
- Quick-attach system repairs
- ROPS/FOPS inspection

## 9. Electrical & Safety Equipment

- Battery & cable service
- Lights/beacons
- Backup alarm
- Safety interlocks
- Operator presence system
- Fire extinguisher (if equipped)

## 10. Attachments & Supporting Documents

- Repair invoices
- Parts receipts
- Warranty claims
- Photos of major repairs (optional)

## 11. Next PM / Inspection Due

- Next PM Due (Hours/Date): \_\_\_\_\_
- Next Annual Inspection (if applicable): \_\_\_\_\_
- Outstanding Defects / Pending Repairs: \_\_\_\_\_