

MAINTENANCE WORK ORDER

Free template from OEE Lab: oee-lab.com/maintenance-work-order-template

Work order number _____

Date raised _____

Status ☐ Open ☐ In progress ☐ Waiting for parts ☐ Completed ☐ Closed

Priority ☐ 1 Emergency: safety or line stopped ☐ 2 Urgent: within 24 hours ☐ 3 Normal: within a week ☐ 4 Planned

1. MACHINE AND REQUEST

Machine or asset _____ Asset ID or tag _____

Location _____ Requested by _____

Type ☐ Corrective ☐ Preventive ☐ Inspection ☐ Safety ☐ Improvement ☐ Request Machine stopped? ☐ Yes ☐ No ☐ Planned stop

Stopped at (date, time) _____ Back in production at _____ Downtime (min) _____

2. PROBLEM DESCRIPTION

What the operator saw, when it started, how often. A symptom, not a guess at the cause.

3. SAFETY AND LOCKOUT

☐ Energy isolated and locked out (LOTO) ☐ Zero energy verified ☐ Permit to work required

Isolation points, hazards, PPE _____

4. WORK PERFORMED AND CAUSE FOUND

Cause found (what failed, and why) _____

Work performed _____

Photo or sketch

Draw the failed part, or note where the photo is filed

5. PARTS USED

Part number	Description	Qty	Unit cost	Line cost
Parts cost				

6. LABOR

Technician	Date	Start	End	Hours	Labor cost
Labor rate per hour: _____ Totals					

7. COST SUMMARY AND SIGN-OFF

LABOR HOURS

LABOR COST

PARTS COST

TOTAL COST

Completed by _____ Date completed _____ Verified by _____

Follow-up needed _____

Technician signature

Supervisor signature

MAINTENANCE WORK ORDER LOG

One row per work order. Free template from OEE Lab: oeelab.com/maintenance-work-order-template

Plant or line _____

Month _____

[illegible]

Type: C corrective, P preventive, I inspection, S safety, M improvement, R request. Copy each row into the Work order log of the Excel file, or keep the orders in the free CMMS at oeelab.com/app.