MachDatum | Maintenance Work Order

One work order per job. Fill the top half when the job is raised and planned, the bottom half while and after it's done. Downtime is how long the machine was stopped; labour is the hours people worked. They're different numbers.

1. Job			
Work order no.		**Date / time raised**	
Requested by		**Location**	
Asset ID		**Asset name**	
Work type	☐ Preventive ☐ Corrective ☐ Breakdown ☐ Inspection ☐ Safety		
Priority	☐ P1 safety risk or line stopped ☐ P2 same shift ☐ P3 this week ☐ P4 next suitable slot		

2. Problem			
Problem as reported (what was seen or heard)			
Problem code		**Machine stopped?**	☐ Yes ☐ No

3. Safety			
Lockout / tagout required?	☐ Yes ☐ No	**JSA reference**	
Permit	☐ None ☐ Hot work ☐ Confined space ☐ Work at height ☐ Electrical ☐ Other:		

4. Plan			
Assigned to		**Trade**	
Estimated hours		**Special tools**	
Parts needed			

5. Downtime			
Machine stopped at (date, time)		**Back in production at**	
Downtime hours		**Downtime type**	☐ Unplanned ☐ Planned

6. Work done (actuals)

Labour: name	Hours	Parts used: part no.	Description	Qty
Total labour hours				

Work done	
Cause as found (what failed, and why, as far as you can tell)	

7. Follow-up and close-out			
Follow-up needed?	☐ Yes ☐ No	**Follow-up work order no.**	
Follow-up: what and why			
Technician sign / date		**Accepted by / date**	
Status	☐ Open ☐ In progress ☐ Waiting parts ☐ Done ☐ Closed		

Free template from machdatum.com/blogs/work-order-template. Adapt the fields, codes and priorities to your site. It does not replace your site's lockout, permit or safety procedures.

MachDatum | Maintenance Request

Anyone can fill this in. It tells maintenance something's wrong. It isn't a work order until maintenance accepts it and gives it a number.

1. Request (filled in by whoever spotted the problem)

Requested by		**Date / time**	
Location		**Asset ID or name (if known)**	
What did you see or hear?			
Is the machine stopped?	☐ Yes ☐ No	**Is anyone at risk?**	☐ Yes ☐ No
Photo taken?	☐ Yes ☐ No	**Phone / extension**	

2. Maintenance review

Decision	☐ Accepted ☐ Merged with an open work order ☐ Declined		
Work order no.		**Reviewed by / date**	
If merged or declined: why (and the existing work order no.)			

Priority: a starting point. Set your own response times.

P1 Safety risk, or a line or critical machine is stopped. Start now.
P2 Machine running but degraded, or likely to stop soon. Same shift.
P3 No production impact yet. Plan it in within the week.
P4 Minor job or improvement. Next suitable slot.