Machine Inspection Report Format

#### Machine Identification

* **Machine Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
* **Model/Serial No.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
* **Inspection Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
* **Operator Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

#### Inspection Criteria

* **Operational Efficiency**
  + Performance level: \_\_\_\_\_\_\_
  + Any malfunctions: Yes [ ] No [ ]
* **Safety Compliance**
  + Safety guards: Yes [ ] No [ ]
  + Warning labels: Yes [ ] No [ ]
* **Maintenance Status**
  + Last serviced on: \_\_\_\_\_\_\_\_\_\_\_\_
  + Service due date: \_\_\_\_\_\_\_\_\_\_\_\_

#### Detailed Findings

#### Concluding Remarks

* **Overall Condition: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
* **Recommended Actions: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

#### Inspector's Confirmation

* **Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
* **Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
* **Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_**