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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_**