

Generic Maintenance Record



Maintenance Record – Diagnose and rectify							Date:		
Site address:					Description of component/system fault:				
Maintenance requirements (job information):									
Pre existing damage:		Client notified of works:		Suitable draining point:		Isolated supplies:		Safe access route:	
Tools and equipment:				Health and safety requirements:					
Describe water and electrical isolation points and procedure for safe isolation:									

Diagnose and rectify (DR)

Identify diagnostic checks and procedure for replacing:			
Describe procedure for reinstating supply:			
Describe operational checks to components:			
Identify persons notified and describe handover:			
Candidate signature:		Workplace recorder signature:	
Assessor signature:		Date assessed:	