

Equipment Work Order

Record work on a piece of equipment with the meter reading, failure code and isolation detail that reliability reporting depends on.

◆ Part A — The equipment

1. Work order details

Work order number <i>e.g. EWO-2026-1180</i>	
Date raised	
Raised by	
Work type <i>Corrective / Preventive / Inspection / Modification / Commissioning</i>	
Priority <i>Emergency / Urgent / Scheduled / Opportunity</i>	
Requested completion	
Production or service impact <i>None / Reduced output / Stopped</i>	

2. Equipment identification

Equipment or asset ID	
Description	
Parent system or line	
Location <i>Building, room, line position</i>	
Manufacturer	
Model	

Serial number	
Criticality <i>A – critical / B – important / C – routine</i>	
In warranty <i>Yes / No – expiry date</i>	

3. Meter readings

Meter	Unit	Reading at start	Reading at finish	Reading at last service
<i>Running hours</i>	<i>hrs</i>	<i>18442</i>	<i>18446</i>	<i>17980</i>
Running hours				
Cycles or starts				
Production count				
Energy meter				

✦ Take the reading before you start. Without it, meter-based maintenance intervals drift and mean time between failures cannot be calculated at all.

✦ Part B – Safety and the work

4. Isolation and permit

Step	Done	Reference or lock no.	By whom	Time
Risk assessment reviewed	☐			
Permit to work issued	☐			
Electrical isolation applied	☐			
Mechanical isolation applied	☐			
Stored energy released	☐			
Locks and tags applied	☐			

Step	Done	Reference or lock no.	By whom	Time
Zero energy state proved	☐			
Area barriered and signed	☐			
Locks removed on completion	☐			
Equipment returned to service and tested	☐			

✦ The last two lines matter as much as the first eight. Most lockout incidents happen on reinstatement, not on isolation.

5. Failure and diagnosis

Symptom observed	
Failure mode <i>Will not start / Stops unexpectedly / Overheats / Vibration / Leak / Noise / Out of tolerance / Alarm</i>	
Failure cause <i>Wear / Lubrication / Misalignment / Contamination / Electrical / Control / Overload / Operator / Design / Unknown</i>	
Detected by <i>Operator / Condition monitoring / PM inspection / Alarm / Breakdown</i>	
Work carried out	
Tests performed and results	

6. Spares issued

Part number	Description	Bin or store	Qty	Unit cost	Line total
BRG-6206-2R S	Deep groove ball bearing	B-14-03	2	14.25	28.50

Part number	Description	Bin or store	Qty	Unit cost	Line total
Spares total					

7. Labour

Date	Technician	Trade	Hours	Rate	Line total
28/09/2026	J. Farrow	Mechanical	2.00	58.00	116.00
Labour total					

✦ Part C — Cost, downtime and closure

8. Cost and downtime

Spares total	
Labour total	
Contractor or hire	
Total maintenance cost	
Downtime hours	
Wrench time hours <i>hours actually spent on the tools</i>	
Waiting time	

✦ Waiting time is downtime minus wrench time. It is usually the larger number, and it is a planning problem rather than a technician problem.

9. Closure

Equipment returned to service <i>Yes / No — date and time</i>	
Performance verified against specification <i>Yes / No — how</i>	
Calibration or certification updated <i>Yes / No / Not applicable</i>	
Deficiencies remaining	
Follow-up work order raised <i>Yes / No — reference</i>	
Next PM due — date or meter	
Drawings, manuals or records updated <i>Yes / No</i>	

10. Sign-off

Work completed by	
Signature	
Isolation removed by	
Accepted by and position	
Signature	
Date and time	
