facilio

Repair Work Order

Capture a breakdown from the moment the asset stopped to the moment it ran again, and decide on the evidence whether to repair it or replace it.

✦ Part A — The breakdown

1. Work order details

Work order number *e.g. RWO-2026-0733*	
Date and time reported	
Reported by	
Failure severity *Total breakdown / Degraded but running / Safety risk / Cosmetic*	
Priority *Emergency / Urgent / Routine*	
Site and location	
Asset ID and description	
Target repair by	

2. What failed

Symptom as reported	
What the asset does when it fails	
First noticed	
Failed before *Yes / No — previous work order reference*	
Asset isolated or made safe *Yes / No — by whom and when*	
Temporary workaround in place	

3. Downtime

Event	Date	Time	Recorded by
Asset stopped	*18/09/2026*	*06:40*	*Night shift lead*
Asset stopped			
Fault reported			
Technician on site			
Diagnosis complete			
Parts available			
Repair complete			
Asset back in service			

✦ Fill every row even when two are minutes apart. The gap between fault reported and technician on site is your response time; the gap between diagnosis and parts available is your stores problem, and only this table separates them.

4. Downtime summary

Total hours out of service	
Cost of downtime per hour *lost output, hire cover, or SLA penalty*	
Cost of downtime	

✦ Part B — The repair

5. Diagnosis

Fault found	
Failure category *Wear / Fatigue / Corrosion / Electrical / Contamination / Overload / Operator error / Design / Unknown*	
Root cause	
Was this preventable *Yes / No — what would have caught it*	
Tests performed and results	

6. Parts used

Part number	Description	Qty	Unit cost	Line total	From stock or ordered
BRG-6206-2RS	*Deep groove ball bearing 6206*	*2*	*14.25*	*28.50*	*Stock*

Part number	Description	Qty	Unit cost	Line total	From stock or ordered
Parts total					

7. Labour

Date	Technician	Trade	Hours	Rate	Line total
18/09/2026	*J. Farrow*	*Mechanical*	*3.50*	*58.00*	*203.00*
Labour total					

✦ Part C — Repair or replace

8. Repair versus replace

Parts total	
Labour total	
Contractor or hire cost	
Cost of this repair	
Cost of downtime	
True cost of this failure	
Spend on this asset in the last 12 months	
Cost to replace the asset	
Repair spend as a share of replacement (%)	

✦ Once repair spend passes roughly half of replacement cost, the next repair is usually the wrong decision. This row is the argument you take to whoever holds the budget.

9. Outcome

Work carried out	
Repair type *Permanent / Temporary — permanent repair still required*	
Asset returned to service *Yes / No — date and time*	
Performance verified after repair *Yes / No — how*	
Recommendation *Continue to repair / Schedule replacement / Change the PM interval / Redesign*	
Corrective or PM work order raised *Yes / No — reference*	

10. Sign-off

Repaired by	
Signature	
Verified by	
Position	
Signature	
Date	