



Maintenance Record _____(Year)

To be completed by PERSON IN CHARGE

Facility/Equipment/Machinery/Vehicles:

Facility/Equipment/Machinery/Vehicles Ref. No :

Maintenance Interval:

| Month | Maintenance | | Description of Maintenance / Remark | Type of Maintenance (Tick where applicable) | | | Verified by (Name/Date) |
|-------|-------------|--------|-------------------------------------|--|----------|--------------------------|----------------------------|
| | Plan | Actual | | Internal | External | External Company Name | |
| Jan | | | | | | | |
| Feb | | | | | | | |
| Mar | | | | | | | |
| Apr | | | | | | | |
| May | | | | | | | |
| Jun | | | | | | | |
| Jul | | | | | | | |
| Aug | | | | | | | |
| Sep | | | | | | | |
| Oct | | | | | | | |
| Nov | | | | | | | |
| Dec | | | | | | | |

* Non conduct / postpone maintenance shall to remark with explanation