

Maintenance Work Order

Job, Parts & Sign-off

Capture the asset, task, parts, labor and sign-off on one form, doubling as the maintenance record once closed.



Also available digitally

This checklist can also be completed on a **phone, tablet or PC** in flowdit. Add photos, notes and actions to each item, and generate the report automatically.

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WO no.		Date raised	
Asset / tag		Type (Corr / PM / Emerg)	
Requested by		Priority	

Task description: what needs doing and why.

Parts & labor

#	Part / task	Qty	Hours	By
1				
2				
3				
4				
5				
6				
7				
8				

Acceptance decision

Rule: a work order closes only when the job is verified complete and the asset is back in service.

Status: ☐ Open ☐ In progress ☐ Completed / verified

Technician

Maintenance lead

Name / Signature / Date

Name / Signature / Date