

Log - Equipment Maintenance

Food Safety & Quality Template · Provided by GIFSQ

Every piece of equipment has a maintenance story - this log is where it's written. Planned jobs, breakdowns, and the food-safety checks that have to happen before the line restarts.

Instructions: Log every maintenance job: planned or breakdown. Record what was done, parts used, and the post-maintenance check before restart. QA or production signs the food-safety release - the line doesn't restart on a verbal 'all good'.

Record details

- Equipment: []
- Location: []
- Month: []

Acceptance criteria

Anything outside these criteria is a deviation - act, record, and tell QA.

- Post-maintenance hygiene check passed before restart
- Food-grade lubricants used near food zones
- All tools and parts accounted for

Log

Date	Job type (planned / breakdown)	Description of work	Parts used	Post- maintenance check OK?	Released by	Initials
[Date]	[Job type (planned / breakdown)]	[Description of work]	[Parts used]	[Post- maintenance check OK?]	[Released by]	[Initials]

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Notes and corrective action

Breakdown patterns in this log are preventive-maintenance gold - three seal failures on the same machine is a replacement decision waiting to be made, not bad luck.

- [Describe any deviation, action taken, and product disposition.]

Review

Reviewed by (name / signature)	Date	Comments
[Name / Signature]	[YYYY-MM-DD]	[Comments]

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