

A maintenance record worth keeping

Keep one dated history with component model, mileage or hours, findings, work, responsible person and next due action. Save supporting photos and invoices. Use the maker's intervals; blank rows are not a universal service schedule.

Date + miles/hours	Equipment; work/observation; evidence	Responsible person; next due/status

KEEP THE EVIDENCE WITH THE RECORD

- ☐ Exact component make / model and warning code where relevant.
- ☐ What was found and what was repaired; invoice / photograph saved.
- ☐ Technician or supplier contact and applicable warranty information.
- ☐ Next due date, mileage, or operating hours from the applicable service instructions.
- ☐ A safety concern remains OPEN until resolved, not merely written down.

Keep detailed fault, loaded-weight and winterization records when required. Record resolution and the next action; a note alone does not close a safety concern.