



Hexatech Engineering Sdn. Bhd.
 No. 18, 1st Floor, Jalan Industri PBP 9,
 Taman Industri Pusat Bandar Puchong,
 47100 PUCHONG, Selangor Darul Ehsan,
 MALAYSIA
 Tel. No.: +603 8068 1811
 Fax No.: +603 8068 1721

FIELD SERVICE REPORT

(Electrical Service & Maintenance)

Mepcon Engineer / Representative Name:

Service Hot Line:

Service Report No.:	
Work Order No.:	
PO/Contract No.:	
Date:	
Sheet No. _____ of _____	
ISO Doc Ref: PD-REC-FSRESM	Issue No: 1
Doc Effective Date: 01 Mar 2017	Revision No: 0

Customer Name: Site Address: Contact Person: Tel. / HP No:	Date & Time	
	Call Time	
	Arrival Time	
	Sys. Restored	
	Departure Time	

Eligible To Charge: Yes No

Other Info:

System: *Switchboard / Switchgear / Busduct / Cable / Lighting / Earthing / Lightning / UPS / Power Conditioner / Others:*

Workscope:

Repair Warranty

Testing and Commissioning Contract/PO

User Training

Maintenance Preventive

Others: _____ Ad Hoc

Maintenance Service Check List			
Check Incomer		Check Specification / Drawing	
Check Outgoing Supply		Check Previous Maintenance Record	
Check Cable Connection		Check Inspection & Test Plan	
Check Termination		Check Continuity/Insulation (Meggar)	
Check Fixtures/Support		Check Pressure Test	
Check Calibration Settings		Check Earth Test	
Check Conduit/Tray/Trunking		Check Marking/Labelling	
Check Cleaniness		Check Adequate Equipment Protection	

SPECIFIED PARTS USED

Qty	Part No.	Description

Item	Description	Location	Possible Cause	Action Taken / Status

REMARKS / ANALYSIS:

SERVICE ATTENDED BY: SIGNED _____ FULL NAME _____ DATE _____	CUSTOMER CERTIFICATION: SIGNED _____ FULL NAME _____ DATE _____	CUSTOMER COMPANY SEAL <div style="text-align: center; border: 1px solid black; border-radius: 50%; width: 60px; height: 60px; margin: 0 auto;"></div>	FOR OFFICE USE Recorded & Filed By: Signed: Name: Date:
--	---	---	---