FIELD SERVICE REPORT

(Genset Service & Maintenance)

Hexatech Engineering Sdn. Bhd.
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Mepcon Engineer / Representative Name:

Service Hot Line No.:

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

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

Eligible To Charge: ☐ Yes ☐ No

Other Info:

Genset Brand, Model, Type, Capacity, etc.:	***Genset Serial No:***

Workscope:
- ☐ Repair
  - ☐ Warranty
  - ☐ Contract/PO
- ☐ Testing and Commissioning
- ☐ User Training
- ☐ Maintenance
  - ☐ Preventive
  - ☐ Ad Hoc
- ☐ Others: _____

Maintenance Service Check List

Check Engine Oil & Coolant		Check Engine Air Cleaner Indicator	
Check Gear Oil		Check Oil Filter Differential Pressure	
Check Air Starter Oil		Check Batteries & Connection	
Check Governor Oil		Check Previous Maintenance Record	
Check Air Tank (Drain water)		Check Adequate Equipment Protection	
Check Leak & Loose Connection		Check AVR / Electrical System	
Check Cleanliness			

Genset Test Run Measurement

RPM		Water Temperature (Degree Celsius)	
Frequency (Hz)		Output Voltage (V)	
Oil Pressure (psi)			

Item	***Fault Description***	***Location***	***Possible Cause***	***Action Taken / Status***

SPECIFIED PARTS USED

Qty	**Part No.**	**Description**

REMARKS / ANALYSIS:

SERVICE ATTENDED BY:

SIGNED_____

FULL NAME_____

DATE_____

CUSTOMER CERTIFICATION:

SIGNED_____

FULL NAME_____

DATE_____

CUSTOMER COMPANY SEAL

FOR OFFICE USE

Recorded & Filed By:

Signed:

Name:

Date: