

MOTIVE SERVICE

KEEP SYSTEMS MOVING

Maintenance Service Report

A customer-facing service report recording equipment, work performed, parts, time, findings, recommendations, and acceptance.

PREPARED FOR

Aperture Mobility

Northstar Systems · Mara Klein · 4 August 2026



Contents

Document contents

Control principle: perform the work in sequence, record evidence at the point of execution, and escalate any deviation before continuing.

Service visit details

Record customer, site, work order, asset, serial number, technician, arrival, departure, operating hours, and service type.

Document control	Detail
Owner	Mara Klein
Reference	NS-037-2026
Effective date	4 August 2026
Status	Ready for review

Reported condition

Capture customer symptoms, operating context, alarms, previous work, constraints, safety state, and initial inspection.

Checkpoint	Acceptance criterion	Evidence	Result
Reported condition	Approved limit or instruction	Recorded at source	Pass
Completion verification	Independent review where required	Signed record	Pending

Work performed

List diagnostics, maintenance, repair, adjustment, software, cleaning, calibration, testing, and time by activity.

Checkpoint	Acceptance criterion	Evidence	Result
Work performed	Approved limit or instruction	Recorded at source	Pass
Completion verification	Independent review where required	Signed record	Pending



Parts and materials

Record part number, description, quantity, source, warranty status, replaced component disposition, and customer-supplied items.

Checkpoint	Acceptance criterion	Evidence	Result
Parts and materials	Approved limit or instruction	Recorded at source	Pass
Completion verification	Independent review where required	Signed record	Pending

Findings and recommendations

Explain root cause, current condition, residual risk, recommended follow-up, priority, estimate need, and due date.

Checkpoint	Acceptance criterion	Evidence	Result
Findings and recommendations	Approved limit or instruction	Recorded at source	Pass
Completion verification	Independent review where required	Signed record	Pending

Testing and acceptance

Document post-work tests, measurements, operating status, restrictions, handover, customer comments, and signatures.

Checkpoint	Acceptance criterion	Evidence	Result
Testing and acceptance	Approved limit or instruction	Recorded at source	Pass
Completion verification	Independent review where required	Signed record	Pending



Approval and signatures

By signing, the parties confirm that they have reviewed the document and accept the recorded decision or terms.

Name *

Title or role *

Signature *

Date *