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

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. **Review record:** Assign the owner, evidence, dependencies, decision date, and next action.

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. **Review record:** Assign the owner, evidence, dependencies, decision date, and next action.

Findings and recommendations

Explain root cause, current condition, residual risk, recommended follow-up, priority, estimate need, and due date. **Review record:** Assign the owner, evidence, dependencies, decision date, and next action.

Testing and acceptance

Document post-work tests, measurements, operating status, restrictions, handover, customer comments, and signatures. **Review record:** Assign the owner, evidence, dependencies, decision date, and next action.

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 *