

Maintenance Log Book Guidelines

1. When starting an entry, include the date/time, and log book number.
Use ink for permanence – avoid pencil.
Record your work as you progress, including any comments.
Avoid making notes on loose paper to be recopied.
2. Give a complete account of your maintenance done and comments.
3. Do not try to erase any incorrect entries; draw lines deleting them, note the corrections, sign and date the changes.
4. After entering your data, sign the entries.
5. You may add additional documents such as printouts to the log book. These types of additions must be permanently affixed to the log book. And signed and dated so that the signature crosses from the addition to the log book.
6. This log book and its contents are the exclusive property of the Company. It is confidential and the contents are not to be disclosed to anyone unless authorized by the Company. You must return it when completed, upon request, or upon termination of employment. It should be kept in a protected place. **If loss occurs, notify your supervisor immediately, and make a written report describing the circumstances of the loss.**