



See what happened on site, understand the condition of your lift and plan what comes next.

- ## A CLOSER LOOK AT YOUR REPORTS

Forge Lifts

Technical visit report

Forge Lifts

Maintenance inspection report

VISIT OVERVIEW

SC-DEMO

LFT-DEMO

MAIN-01

WORK OUTCOME

Maintenance completed

LIFT STATUS

Lift left in service

Client and location

CLIENT

Example Property Group

SITE

Sample House

Demonstration site

Lift details

LIFT

Main passenger lift

TYPE

Passenger

MANUFACTURER / MODEL

Example / Passenger 630

SERIAL NUMBER

DEMO-001

SAFE WORKING LOAD

630 kg / 8 persons

TRAVEL

6 floors / 6 stops

Visit details

DATE OF ATTENDANCE

15/09/2026

ATTENDING ENGINEERS

Sample engineer

SIGNED BY

Sample engineer

Conclusion

Final conclusion.

STATUS

red

FOLLOW-UP

None recorded

Notes

The fault could not be linked to a single  
during repeated journeys. Inspected the  
cted input while reproducing the fault. Checked

Root cause: Confirmed - Confidence: High

Resolution

The connection was remade  
nt testing.  
t in service. No parts or return visit were

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SC-DEMO - LFT-DEMO

Page 1 of 6

# The visit, at a glance.

A consistent front page puts the essential details within easy reach.

## 1 Know the outcome

Work completed and lift status at handover are shown separately.

## 2 Identify the asset

Client, site and lift references keep the visit connected to the right equipment.

## 3 See who attended

Attendance details and engineer sign-off complete the visit record.

### SAMPLE MAINTENANCE REPORT / FRONT PAGE

Forge Lifts

Maintenance inspection report



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Page 1 of 6

# Condition, made visible.

Routine maintenance reports combine the engineer's findings with a structured condition checklist.

## 1 Grouped by lift area

Checks are organised across the installation, making the record easier to review.

## 2 Clear condition labels

Colour and text distinguish serviceable items, wear, critical issues and items that do not apply.

### CLIENT BENEFIT

Spot the components to keep under review before the next visit.

### ENLARGED EXCERPT / CONDITION CHECKLIST

#### CONDITION ASSESSMENT

## Condition checklist

Part 1 of 3

Serviceable

Monitor / follow-up

Critical

Not applicable

### Machine Room

15 checks

|                     |                      |
|---------------------|----------------------|
| Control panel       | Worn but serviceable |
| Valve block         | Not applicable       |
| Motor & gearbox     | Serviceable          |
| Hoses               | Not applicable       |
| Brake system        | Serviceable          |
| Oil level           | Not applicable       |
| Machine pulleys     | Serviceable          |
| Lowering device     | Not applicable       |
| Overspeed governor  | Serviceable          |
| Hand pump           | Not applicable       |
| Hand-winding system | Serviceable          |
| Re-level system     | Not applicable       |
| Hydraulic system    | Not applicable       |
| Emergency lighting  | Serviceable          |
| Stop switches       | Serviceable          |

The full checklist continues across the report.

# From reported fault to visit outcome.

A breakdown report explains what prompted the call-out, what the engineer found and what happened next.

## 1 Work carried out

A written account of investigation, adjustment and testing.

## 2 Status at handover

A clear record of whether the lift was left in service.

### AT A GLANCE

Outcome, lift status, time on site and remedial items.

## Forge Lifts

Call-out attendance report



### VISIT RECORD

## Work carried out and visit findings

#### WORK OUTCOME

Completed

#### LIFT STATUS

In service

#### TIME ON SITE

1 hr 30 min

#### REMEDIAL ITEMS

None recorded

## Engineer's report

Attended following a report that the lift doors were intermittently failing to close at the third floor. On arrival, the reported fault was reproduced and the lift was isolated for investigation.

The third-floor landing door contact was found to be out of alignment. The contact assembly was cleaned, adjusted and secured. The door mechanism was inspected for damage and obstruction.

Following adjustment, the door circuit operated consistently. Repeated journeys and door cycles were completed at all served floors, with no recurrence of the reported fault.

The reported fault was resolved and the lift was left in service. No further remedial defects were recorded during this attendance.

# See exactly what was done.

Repair reports turn the work on site into a clear record of the job, the checks completed and the outcome.

## 1 The work explained

Read what was replaced or adjusted and how the equipment was checked.

## 2 Completion recorded

The work outcome is shown alongside the lift's operational status.

### CLIENT BENEFIT

Keep a clear record of repair work for your asset history.

## Forge Lifts

Repair visit report



### VISIT RECORD

## Work carried out and visit findings

#### WORK OUTCOME

Completed

#### LIFT STATUS

In service

#### TIME ON SITE

2 hr 30 min

#### REMEDIAL ITEMS

None recorded

## Engineer's report

Attended to replace the worn car-door operator belt identified during a previous visit. The replacement component was checked against the installed equipment before work commenced.

The lift was isolated and the existing belt removed. The replacement belt was installed, aligned and tensioned in accordance with the equipment requirements. The operator assembly was inspected and the working area cleaned.

Door timing and movement were checked through repeated opening and closing cycles. Full-travel operational testing was completed, with consistent door operation at all served floors.

The planned repair was completed and the lift was left in service. No additional remedial defects were recorded.

# A clearer view of future work.

Survey reports bring together observations and recommendations to support the next stage of planning.

## 1 Condition and scope

See which equipment was reviewed and the condition the engineer observed.

## 2 The next decision

Recommendations explain proposed improvements and details to confirm.

### CLIENT BENEFIT

Use the findings to inform discussions about scope and future investment.

## Forge Lifts

Survey visit report



### VISIT RECORD

## Work carried out and visit findings

#### WORK OUTCOME

Completed

#### LIFT STATUS

In service

#### REMEDIAL ITEMS

None recorded

## Engineer's report

A survey was completed to assess the existing door equipment and identify priorities for future improvement. The car-door operator, landing-door components and associated controls were inspected.

The main drive and controller appear suitable for retention, subject to confirmation of support and parts availability. The door equipment shows age-related wear at the belt, rollers and guide components.

A planned renewal of the door equipment is recommended. The existing car and principal mechanical components may be retained, subject to detailed design review.

Final dimensions, mounting arrangements and electrical interfaces should be confirmed before a quotation is finalised. The lift was left in service at the end of the survey.

# The reasoning behind the result.

Technical reports connect the reported symptoms, investigation and conclusion in one structured record.

## 1 Investigation explained

Follow the checks performed and the evidence used to assess the fault.

## 2 Confidence made clear

Root-cause status and confidence help you understand the conclusion.

### CLIENT BENEFIT

See the basis for the conclusion and any follow-up requirements.

#### TECHNICAL REPORT

### Investigation summary and conclusion

A structured record of the reported symptoms, testing undertaken and technical conclusion.

#### WORK OUTCOME

Completed

#### LIFT STATUS

In service

#### FAULT STATUS

Resolved

#### FOLLOW-UP

None recorded

### Reported issue

Intermittent stopping with door-lock input faults recorded by the controller. The fault could not be linked to a single landing.

### Investigation performed

Reviewed the controller event history and monitored the door-lock input during repeated journeys. Inspected the relevant wiring and terminations, then measured the supply at the affected input while reproducing the fault. Checked the repaired connection and repeated full-travel operational tests.

### Technical conclusion

Root cause: Confirmed - Confidence: High

A loose termination at the door-lock input caused intermittent loss of the control signal. The connection was remade and secured. The measured supply remained stable during subsequent testing.

The lift completed twenty test journeys without recurrence and was left in service. No parts or return visit were required for the recorded fault.

# Evidence you can follow.

Recorded tests put the observation, expected result and assessment side by side.

| TEST                          | OBSERVED                     | EXPECTED             | ASSESSMENT                     |
|-------------------------------|------------------------------|----------------------|--------------------------------|
| Door-lock input before repair | Intermittent voltage drop    | Stable 24 V DC input | Unstable connection identified |
| Door-lock input after repair  | 24.1 V DC, stable            | Stable 24 V DC input | Stable during testing          |
| Full-travel operational test  | 20 journeys; no repeat fault | Consistent operation | No recurrence during test      |

ENLARGED EXCERPT / TESTS, MEASUREMENTS AND RESULTS

# Know what comes next.

The report can carry the next steps forward, with suggested improvements presented separately from remedial defects.

## 1 Outstanding items

Action required, follow-up and monitor labels distinguish different types of open item.

## 2 Recommendations

Optional improvements give you a starting point for future planning.

### CLIENT BENEFIT

Separate current defects from opportunities to improve the lift.

### ENLARGED EXCERPT / RECOMMENDATIONS

## Recommendations

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Suggested improvements noted during this visit. These are not remedial defects.

1

Consider upgrading the car lighting to LED at the next refurbishment to improve light quality and simplify future lamp replacement.

2

Consider refreshed landing signage to make floor identification clearer for building users.

3

Plan a review of the car interior finishes as part of the next refurbishment programme.

Example suggestions from a maintenance visit.

# See the detail behind every visit.

From routine maintenance to a technical investigation, our reports bring the visit, the findings and the next steps into a clear, consistent record.

**Talk to Forge Lifts about your lift portfolio.**

[info@forgelifts.co.uk](mailto:info@forgelifts.co.uk)

 Maintenance

 Breakdowns

 Repairs

 Surveys

 Technical