

# Equipment Modification Companion



## What is an Equipment Modification Form?

An Equipment Modification Form is a table used to record any modifications, adjustments and/or replacements that have been made to industries equipment.

## What is the purpose of an Equipment Modification Form?

The purpose of an Equipment Modification Form is to keep track of any changes that are being made to any construction equipment as well as the date they were altered.

## Why do I need an Equipment Modification Form?

An Equipment Modification form is used to see what improvements have been made to a particular machinery and can also be used as a point of reference. Thus, if anything were to happen to a piece of equipment they could verify the documents and see the last time it was altered and by whom.

## How do I complete an Equipment Modification Form?

To complete an Equipment Modification Form, an employee should:

1. Include the date of the modification, their name, department, the equipment number and the name of the equipment owner (i.e. company name).
2. A description of what has been modified and why
3. Obtain the signature of a supervisor along with the date, to approve the alterations
4. Include personal signature and date

## How do I use an Equipment Modification Form?

- Get approval
- Fill out the information.
- Hand in document to be filed