Parts Identification Worksheet

Machine Details and Part Lookup

TOOLS. PARTS. REAL ANSWERS.

Use one worksheet per part or assembly. Record what you know, mark unknowns and keep photos, diagrams and supplier confirmations together. A similar appearance alone does not confirm compatibility.

Date

Owner or business

1 Identify the exact machine

Machine manufacturer

Complete model

Machine serial or product ID

Year if known

Engine or component model and serial if relevant

Attachments options or configuration relevant to this part

2 Describe the part and the problem

Part name or description

Quantity needed

Assembly location side and orientation

Existing part markings or number

Component manufacturer

Symptom damage or reason for replacement

Dimensions units connectors or other identifying details

3 Record the official parts lookup

Parts manual title or publication number and revision

Applicable model and serial range confirmed from the publication

Assembly or diagram title

Page and callout

Candidate ordering part number and description

Official manual source or saved file reference

☐ The diagram callout has been matched to its parts-list entry; it is not assumed to be the ordering part number.

If the manual does not clearly match the machine, stop the lookup and ask the manufacturer or an authorized parts supplier to confirm applicability. Do not guess at a replacement number.

Parts Identification Worksheet

Supplier Confirmation and Order Check

TOOLS. PARTS. REAL ANSWERS.

Machine model and serial

Worksheet date or reference

4 Attach or reference clear photos

- [ ] Machine ID plate and relevant component ID plate.
- [ ] Part in its assembly, plus close-ups of markings and connectors.
- [ ] Dimensions with units, mounting points and diagram reference if useful.

Photo filenames or attachment references

5 Resolve compatibility before ordering

Supplier company and contact

Confirmation date

Confirmed ordering part number and description

Replacement or superseded number and written confirmation reference

Serial applicability configuration and quantity confirmed

Kit contents seals hardware or other parts required

Installation programming or calibration requirements to confirm

6 Record the quote and delivery terms

Unit price and currency

Quote number and date

Tax freight core charge and total quoted cost

Availability or lead time

Return and core conditions

7 Check the received part before installation

- [ ] Package label, confirmed number, quantity and kit contents match the order.
- [ ] Damage or identification conflicts recorded and resolved with the supplier.
- [ ] Correct service instructions and any setup requirements obtained.

Order or invoice number and receiving date

Unresolved questions or next action

Planning aid only, not a diagnosis or fitment guarantee. Follow the correct manufacturer service instructions and use qualified help for installation.