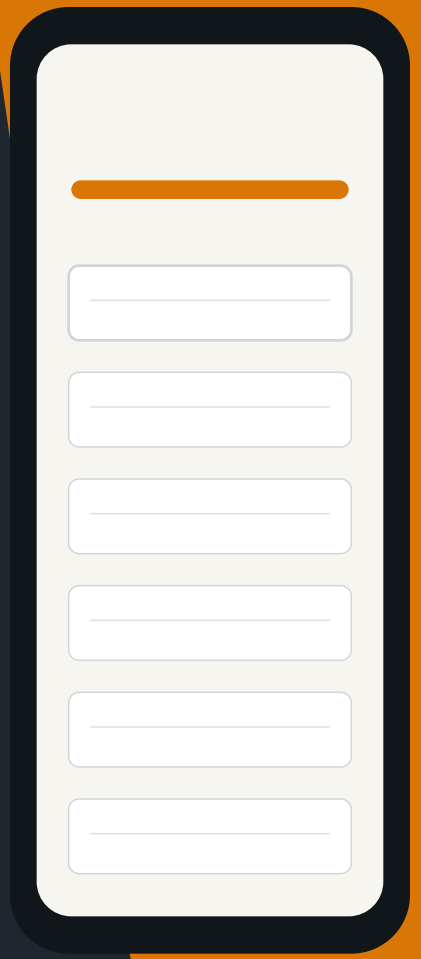
FIELD-READY IPAD NOTEBOOK

Solar PV Operations and Maintenance Field Log

Trace the alert. Document the asset. Restore the output.

Fragmented alerts, serials, readings, photos, and repair history delay fault resolution and warranty handoff.



01 INTAKE
CAPTURE ONCE. HAND OFF CLEANLY.

02 IDENTIFY
CAPTURE ONCE. HAND OFF CLEANLY.

03 INSPECT
CAPTURE ONCE. HAND OFF CLEANLY.

GALLERY EDITION - FREE PUBLIC NOTE

Duplicate the clean master before every job. Keep completed records private.

Site, Contacts, and Access

INTAKE | IDENTIFY | INSPECT | MEASURE | CORRECT | VERIFY

WHAT ALERT OR OUTPUT CHANGE OCCURRED?

WHEN WAS THE ISSUE FIRST OBSERVED?

IS THE ISSUE CONSTANT OR INTERMITTENT?

WHICH INVERTER OR ARRAY IS AFFECTED?

WHAT DOES MONITORING SHOW NOW?

DID WEATHER OR SITE WORK PRECEDE IT?

IS REMOTE RESET HISTORY AVAILABLE?

WHO OWNS THE NEXT APPROVAL?

REF	QUESTION / CONDITION	IMPACT	OWNER	DUE	STATUS

System Overview and Asset Register

INTAKE | IDENTIFY | INSPECT | MEASURE | CORRECT | VERIFY

System Overview and Asset Register

Record the source, unit, and operating condition beside every value

ASSET/STRING	METRIC	READING	UNIT	DATE/TIME	CONDITION

REFERENCE CONDITION / BASELINE

INTERPRETATION / LIMITATION

NEXT TEST / NEXT ACTION

Alert Intake and Production Snapshot

INTAKE | IDENTIFY | INSPECT | MEASURE | CORRECT | VERIFY

Alert Intake and Production Snapshot

Record the source, unit, and operating condition beside every value

ASSET/STRING	METRIC	READING	UNIT	DATE/TIME	CONDITION

REFERENCE CONDITION / BASELINE

INTERPRETATION / LIMITATION

NEXT TEST / NEXT ACTION

Array and Site Visual Inspection

INTAKE | IDENTIFY | INSPECT | MEASURE | CORRECT | VERIFY

Array and Site Visual Inspection

Mark only what was actually observed; use notes for limits and exceptions

- [ ] Array layout reference updated
- [ ] Module damage location mapped
- [ ] Racking condition noted
- [ ] Wire management condition noted
- [ ] Combiner condition noted
- [ ] Soiling condition recorded
- [ ] Shading source recorded
- [ ] Vegetation issue recorded
- [ ] Meter value photographed
- [ ] Error code photographed
- [ ] RMA evidence grouped
- [ ] Remaining lost output noted

OBSERVED EXCEPTION / LIMITATION

REQUIRED ACTION / OWNER / DUE

ID	FINDING	EVIDENCE	OWNER	DUE	STATUS

Inverter, Meter, and String Readings

INTAKE | IDENTIFY | INSPECT | MEASURE | CORRECT | VERIFY

Inverter, Meter, and String Readings

Record the source, unit, and operating condition beside every value

ASSET/STRING	METRIC	READING	UNIT	DATE/TIME	CONDITION

REFERENCE CONDITION / BASELINE

INTERPRETATION / LIMITATION

NEXT TEST / NEXT ACTION

Fault Actions, Parts, and Photos

INTAKE | IDENTIFY | INSPECT | MEASURE | CORRECT | VERIFY

PHOTO / EVIDENCE 1

REF / LOCATION

OBSERVATION

PHOTO / EVIDENCE 2

REF / LOCATION

OBSERVATION

PHOTO / EVIDENCE 3

REF / LOCATION

OBSERVATION

ID	FINDING / CHANGE	IMPACT	OWNER	DUE	STATUS

EVIDENCE SUMMARY / HANDOFF TREATMENT

Post-Work Verification and Handoff

INTAKE | IDENTIFY | INSPECT | MEASURE | CORRECT | VERIFY

Handoff gate

Close the record only when every exception has an owner and next step

- [ ] Alert and downtime are time stamped
- [ ] Affected asset is uniquely identified
- [ ] Before and after status is recorded
- [ ] Photos map to asset locations
- [ ] Parts and serials are traceable
- [ ] Open RMA or quote is assigned
- [ ] Remaining output impact is stated
- [ ] Next visit or monitor date is set

CLIENT-READY OUTCOME SUMMARY

OPEN WORK / LIMITATION / QUOTE ITEM

PRIORITY	NEXT ACTION	EVIDENCE / SOURCE	OWNER	DUE	STATUS