

Incident Report

Incident Description

Date & Time:

2024-05-24, 14:15

Location:

Production Line 3, Assembly Department

Reported By:

Michael Lee

Description:

On the afternoon of May 24th, a conveyor belt in Production Line 3 stopped abruptly during operation. The stoppage resulted in a temporary shutdown of assembly activities. No injuries occurred. The malfunction was reported immediately, and the area was cordoned off for initial inspection.

Cause Analysis

Immediate Cause:

The conveyor motor protection relay was triggered due to overheating, shutting down the line as a safety measure.

Root Cause:

Investigation found that the cooling fan for the conveyor motor had accumulated dust and debris, significantly reducing airflow. Lack of regular maintenance and cleaning of this component allowed heat to build up, leading to relay activation.

Corrective Actions:

- Clean and inspect conveyor motor cooling fans on all lines.
- Update maintenance schedule to include monthly cleaning of motor fans.
- Train maintenance staff to identify early warning signs of overheating.

Important Notes

- Clearly document incident details to enable accurate analysis.
- Distinguish immediate and root causes for effective resolution.
- Include preventive and corrective actions to avoid recurrence.
- Keep the report factual and objective.
- Regularly update procedures in response to findings.