

Equipment Downtime Report Sheet

Date	_____	Report No.	_____
Department	_____	Prepared by	_____
Equipment Name	_____		
Equipment ID/Serial No.	_____		

Downtime Details

Start Time	_____	End Time	_____	Total Downtime (hrs/mins)	_____
Downtime Reason	_____				
Description of Issue	_____				

Action Taken / Solution

Corrective Action	_____
Personnel Involved	_____
Remarks	_____

Sign-off

Prepared by	_____	Date	_____
Reviewed by	_____	Date	_____
Approved by	_____	Date	_____

Important Notes

- Ensure all downtime events are promptly and accurately recorded.
- Provide clear and concise descriptions of the issue and corrective actions.
- This report aids in identifying recurring equipment problems and planning preventive maintenance.
- Obtain necessary sign-offs to validate the authenticity and completion of the report.
- Store completed reports for future reference and continuous improvement.