

# 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.