Equipment Utilization Analysis Report

Department: Maintenance and Operations
Period: April 1, 2024 â€" June 30, 2024
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Date: July 2, 2024

1. Executive Summary

This report provides a comprehensive analysis of the utilization rates for key equipment located in Plant A during the second quarter of 2024. The objective is to identify trends, inefficiencies, and areas for improvement to maximize equipment productivity and minimize downtime.

2. Equipment Utilization Table

Equipment ID	Description	Total Available Hours	Utilized Hours	Utilization (%)	Downtime (hrs)	Remarks
EQ-1001	CNC Lathe	520	403	77.5	35	Routine maintenance completed
EQ-1023	Hydraulic Press	520	488	93.8	7	High utilization
EQ-1077	Forklift	480	382	79.6	22	Downtime due to part replacement
EQ-1125	Compressor Unit	520	345	66.3	56	Scheduled inspection delays

3. Analysis & Key Findings

The overall equipment utilization across the plant averaged 79.3% this quarter. The hydraulic press reported the highest utilization rate, while the compressor unit was underutilized due to extended inspection delays. Routine and unplanned maintenance accounted for most downtime. Improved scheduling and timely supply of spare parts are recommended.

4. Recommendations

- Implement preventive maintenance schedules to reduce unplanned downtime.
- Monitor equipment utilization monthly to track progress and address issues promptly.
- Provide training to operators for efficient use and basic troubleshooting.
- Enhance spare parts inventory management to minimize waiting times during repairs.

Important Notes

- Equipment Utilization Analysis Reports are critical for informed decision-making regarding asset management and operational planning.
- Accurate data collection (hours run, downtime, causes) is essential to ensure valid analysis and recommendations.
- Regular review of utilization helps detect inefficiencies and plan for upgrades or replacements.
- This document should be updated and reviewed periodically by relevant department heads.