

# Machine Breakdown Incident Report

## INCIDENT DETAILS

Date:

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Time:

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Location:

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Machine Name/ID:

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Department:

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Reported By:

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Supervisor in Charge:

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## DESCRIPTION OF INCIDENT

Describe what happened, include symptoms, noises, errors, etc.

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## IMMEDIATE ACTION TAKEN

Describe steps taken immediately after the breakdown.

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## ROOT CAUSE ANALYSIS

Summary of investigation & root cause, if known.

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## CORRECTIVE/PREVENTIVE ACTION

List actions taken to fix and prevent future breakdowns.

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## PARTS REPLACED (IF ANY)

List parts replaced, with reference numbers if available.

Reported By (Signature):

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Date:

Supervisor (Signature):

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Date: