

Equipment Malfunction Root Cause Analysis Report

Report Date:

YYYY-MM-DD

Reported By:

Name

Equipment Name / ID:

e.g., Pump No. 4

Location:

Area / Site

1. Describe the Malfunction

Provide a detailed description of the malfunction...

2. Timeline of Events

Time	Event

3. Immediate Actions Taken

Describe actions taken right after malfunction was detected...

4. Root Cause Analysis

Summarize findings and analysis approach (e.g., 5 Whys, Fishbone Diagram)...

5. Root Cause Identified

State the root cause(s) determined...

6. Corrective Actions & Recommendations

List actions to correct the problem and prevent recurrence...

7. Follow-Up / Verification

Describe follow-up checks and how effectiveness will be verified...

Prepared By:

Name

Date:

YYYY-MM-DD