

Production Downtime Root Cause Analysis Worksheet

Date

Shift e.g. 1st, 2nd, 3rd

Machine/Line Enter machine or line

Reported By Name

Brief Description of Downtime Event

| Time Started | Time Ended | Duration (mins) | Affected Process/Equipment |
|----------------------|----------------------|----------------------|-------------------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> Describe |

Immediate Actions Taken

Root Cause Analysis

Corrective/Preventive Actions

Action By Responsible Person

Target Completion Date

Completion Date

Approved By Supervisor/Manager

Approval Date