

Production Downtime Root Cause Analysis Worksheet

Date

Shift

Machine/Line

Reported By

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" value="Describe"/>

Immediate Actions Taken

Root Cause Analysis

Corrective/Preventive Actions

Action By

Target Completion Date

Completion Date

Approved By

Approval Date