

Equipment Malfunction RCA Documentation Sample

Date of Report	
Reported By	
Department	
Equipment Name / ID	
Location	

1. Description of the Malfunction

2. Timeline of Events

3. Immediate Actions Taken

4. Root Cause Analysis (RCA)

a. Problem Statement

b. Contributing Factors

c. Root Cause(s)

5. Corrective / Preventive Actions

6. Follow-Up / Verification

Prepared By	
Date	
Approved By	
Date	