

Machine Downtime Summary

General Information

Report Date: _____

Prepared By: _____

Department: _____

Period Covered: _____

Machine Downtime Details

Date	Machine Name/ID	Shift	Start Time	End Time	Duration (min)	Downtime Reason	Action Taken	Remarks
Total Downtime (min)								

Summary & Recommendations

Major Downtime Causes: _____

Corrective Actions Proposed: _____

Preventive Measures: _____

Additional Notes: _____