

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: _____