

Manufacturing Shift Downtime Analysis Report

Date: _____
Shift: _____
Line/Area: _____
Supervisor: _____
Prepared By: _____

1. Downtime Summary

Start Time	End Time	Duration (min)	Reason/Category	Details/Notes
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

2. Downtime Summary Table

Category	Total Duration (min)	% of Shift
Mechanical	_____	_____
Electrical	_____	_____
Material	_____	_____
Quality	_____	_____
Other	_____	_____
Total	_____	100%

3. Root Cause Analysis & Corrective Actions

Major Causes Identified: _____
Corrective Actions: _____
Responsible Person: _____
Target Completion Date: _____

4. Remarks / Observations

Supervisor

Maintenance

Manager