

Production Machinery Fault Report

Report Date:

YYYY-MM-DD

Reported By:

Name

Department:

Department Name

Machine Information

Machine Name

Machine ID / Code

Location

e.g. Press Machine

e.g. PM-102

e.g. Line 3

Fault Description

Brief fault summary

Details / Observations

Describe the issue, symptoms, any unusual noises, etc.

Occurrence Time:

HH:MM or timestamp

Downtime (if any):

e.g. 45 minutes

Immediate Actions Taken

Describe what was done (e.g. stopped machine, notified maintenance)

Responsible Person / Team:

Name or team

Follow-up Required:

Yes / No

Maintenance Response

Maintenance action or repair notes

Parts Replaced:

List of parts (if any)

Restoration Time:

HH:MM or timestamp

Verified By:

Name

