

# Machine Downtime Tracking Spreadsheet

<b>Date</b>
<b>Shift</b>
<b>Machine Name/ID</b>
<b>Start Time</b>
<b>End Time</b>
<b>Total Downtime (min)</b>
<b>Reason for Downtime</b>
<b>Responsible Department</b>
<b>Action Taken</b>
<b>Operator Name</b>
<b>Remarks</b>