

Machine Downtime Investigation RCA Template

1. General Information

Date		Machine/Line	
Reported By		Department	
Downtime Start		Downtime End	
Total Downtime			

2. Description of Incident

Describe what happened...

3. Immediate Actions Taken

What actions were immediately taken?

4. Root Cause Analysis (RCA)

What is the suspected root cause?

5. RCA Tools Used (Check all that apply)

<input type="checkbox"/> 5 Whys	<input type="checkbox"/> Fishbone Diagram	<input type="checkbox"/> Pareto Analysis	<input type="checkbox"/> Other
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6. Corrective Actions

Action Description	Responsible	Target Date	Status

7. Verification / Effectiveness Review

How will actions be verified for effectiveness?

8. Approval

Name	Signature	Date

