

Monthly Downtime Performance Review

Month/Year	
Reviewed By	
Department/Area	

Summary

Downtime Events

Date	Time	Duration (min)	System/Equipment	Reason/Cause	Impact	Action Taken

Performance Metrics

Metric	Target	Actual
Total Downtime (min)		
Downtime Frequency		
Availability (%)		

Root Cause Analysis

Improvement Actions / Recommendations