Root Cause Investigation Report for Downtime

Date of Report:

Reported By:

Department:

Reference No.:

1. Downtime Details

Date & Time of Downtime:

Duration of Downtime:

Machine / System / Process Affected:

Description of Downtime Event:

2. Impact Assessment

Production Impact:

Quality Impact:

Safety Impact:

Financial Impact:

3. Immediate Actions Taken

4. Investigation Details

What?	Why?

5. Root Cause(s) Identified

6. Corrective Actions

Action	Responsible	Target Date	Status

7. Preventive Actions

8. Verification & Follow-up

Prepared By:

Reviewed By:

Date: