

# Shift-Based Downtime Summary Sheet

## Shift Information

Date	Shift	Department/Line	Recorded By
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## Downtime Details

Start Time	End Time	Duration (min)	Reason	Equipment/Area	Action Taken	Remarks
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## Downtime Summary

Total Downtime (min)	No. of Occurrences	Main Causes
	Prepared By	
	Reviewed By	
	Approved By	