



Downtime Tracking Report

hashmicro.com

Report Information

Date / Period:

[DD/MM/YYYY or Period]

Plant / Facility:

[Location]

Prepared By:

[Name]

Production Line:

[Line ID]

Downtime Event Log

No.	Date	Machine / Line	Start Time	End Time	Duration (Min)	Category (Planned / Unplanned)	Reason Code	Description

Downtime Summary by Category

No.	Downtime Category	Total Events	Total Duration (Min)	% of Total Downtime	Avg Duration (Min)
1	Mechanical Breakdown				

2	Electrical Failure
3	Changeover / Setup
4	Material Shortage
5	Planned Maintenance
6	Operator Absence
7	Quality Hold
8	Other

Downtime by Machine / Line

No.	Machine / Line ID	Machine Name	Total Downtime (Min)	# of Events	Top Reason	Action Required

Corrective Actions Tracker

No.	Related Event	Corrective Action	Responsible	Due Date	Status

Maintenance Manager Sign-Off

Name: [Full Name]

Signature:

Date: [DD/MM/YYYY]