

Machine Downtime RCA Worksheet

General Information

Machine Name/ID

Date

Reported By

Location

Downtime Details

Start Time

End Time

Total Downtime

Description of Problem

Initial Actions Taken

Immediate Actions

Personnel Involved

Root Cause Analysis

Possible Cause	Evidence	Status (Confirmed/Eliminated)
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

Corrective Actions

Action	Responsible Person	Target Date	Status
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Prevention / Lessons Learned

Preventive Actions

Notes / Lessons Learned

Review & Approval

Reviewed By

Date

Approval