

Breakdown / fault report

Capture what happened, what was done and how long it took, so repeat failures can be analysed.

Reported

Reported by		Date / time	
Equipment		Asset no.	
Location		Work order no.	

Fault description

Production impact: ☐ Stopped ☐ Running slow ☐ Quality issue ☐ No impact Safety issue: ☐ Yes ☐ No

Maintenance response

Engineer(s)		Arrived	
Downtime start		Downtime end	
Total downtime		Repair time	

Root cause

Action taken

Parts used

Part / description	Part no.	Qty

Follow-up

☐ None needed ☐ Further work required ☐ Add / change PM task ☐ Order spares ☐ Investigate repeat failure

Engineer signature		Date	
Accepted by production		Date	