

Shift downtime log sheet

Log every stop as it happens. Total the minutes at the end of the shift and hand over with the production report.

Plant

Machine / line

Date

Shift

Supervisor

Planned run time (min)

Stop start	Stop end	Minutes	Equipment / area	Reason code	What happened	Action taken	Initials

Total downtime (min):

Stops this shift:

Longest stop (min):

Reason codes

M Mechanical E Electrical / controls SB Sheet break Q Quality hold MS Material or supply CH Changeover CL Cleaning / wash-up PM Planned maintenance O Other (describe)