



Manufacturing Equipment Downtime Troubleshooting Checklist

 Show only Checklist

Display Style
Default 

Initial Assessment & Safety

Immediate steps to ensure safety and gather preliminary information.



Equipment Location

 Set My Current Location



Date of Incident

Enter date...

Time of Incident

Enter time...

Reporting Technician Name

Write something...

Initial Description of Problem (from operator)

Write something...

Immediate Hazards Observed (e.g., Electrical, Mechanical)

- Electrical
- Mechanical
- Chemical
- Fire
- None

Ambient Temperature (Celsius/Fahrenheit)

Enter a number...

Technician Safety Acknowledgement

Equipment Identification & History

Confirm equipment details and review previous maintenance/incident history.

Equipment Name

Write something...

Equipment ID

Enter a number...

Manufacturer

Write something...

Model Number

Write something...

Date of Last Maintenance

Enter date...

Previous Incident History (Summarize)

Write something...

Equipment Status

- Operational
- Under Maintenance
- Decommissioned

Serial Number

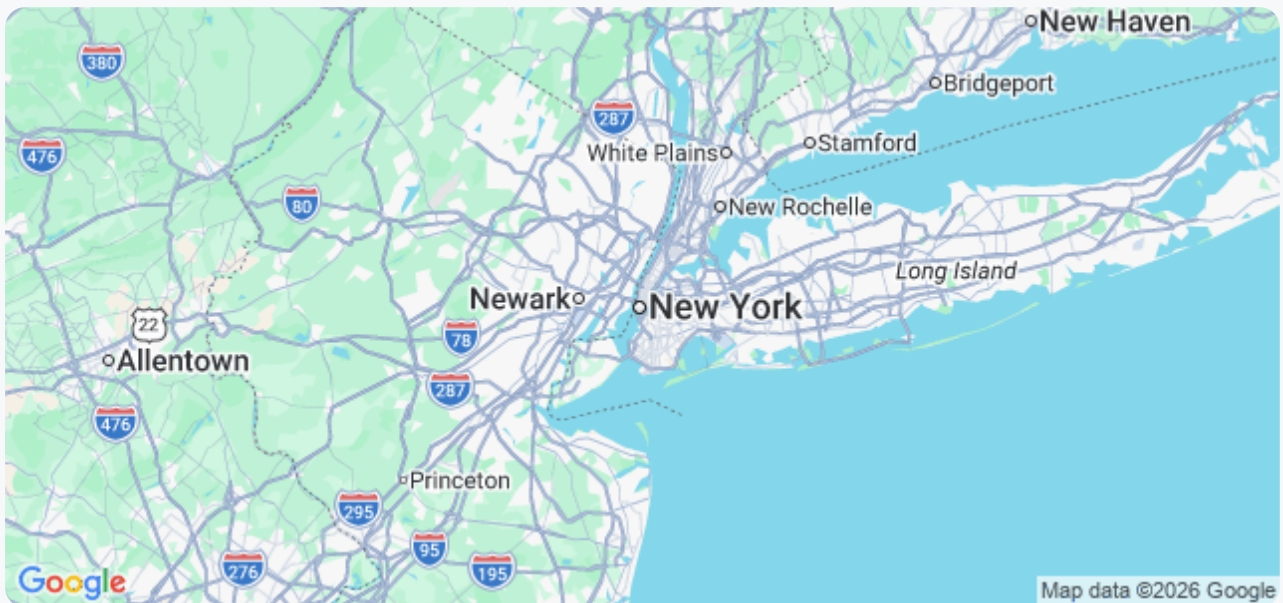
Enter a number...

Visual Inspection & Basic Checks

Perform a visual inspection and check for obvious issues (power, connections, error lights).

Equipment Location





Equipment Model Number

Power Supply Voltage (V)

Power Status (On/Off/Faulty)

- On
- Off
- Faulty

Visible Damage (Select all that apply)

- Leaks
- Cracks
- Corrosion
- Broken Components
- None

Describe Any Unusual Noises

Write something...

Attach Photo of Equipment

 Upload File

Error Code/Message Investigation

Record and research any error codes or messages displayed.

Exact Error Code/Message

Write something...

Description of Error Context

Write something...

Error Code Frequency (if recurring)

Enter a number...

Error Severity (e.g., Warning, Critical, Informational)

- Warning
- Critical
- Informational
- Unknown

Related Process/Function Affected

Screenshot of Error Message (Optional)

 Upload File

Component Testing & Isolation

Systematically test individual components to isolate the fault.

Power Supply Voltage Check

- Nominal
- Low
- High
- Not Present

Motor Current (Amps)

Sensor Reading Verification

- Within Range
- Outside Range - High
- Outside Range - Low
- No Signal

Detailed Observations of Component Behavior

Connection Integrity Check (Cables, Wiring)

- Secure
- Loose
- Damaged

Component Temperature (Celsius)

Enter a number...

Calibration & Adjustment

Check and adjust equipment calibration if applicable.

Current Calibration Value (Parameter 1)

Enter a number...

Target Calibration Value (Parameter 1)

Enter a number...

Adjustment Amount (Parameter 1)

Enter a number...

Calibration Standard Used

- ISO 9001
- ANSI
- Other (Specify)

Calibration Notes/Observations

Write something...

Calibration Completion Date

Enter date...

Software/Firmware Verification

Verify software and firmware versions are correct and up-to-date.

Software Version Number

Enter a number...

Firmware Version Number

Enter a number...

Software Version Status

- Up-to-Date
- Outdated
- Unknown

Firmware Version Status

- Up-to-Date
- Outdated
- Unknown

Notes on Software/Firmware Version

Write something...

Last Software Update Date

Enter date...

Attach Software/Firmware Version Report (if applicable)

 Upload File

Documentation & Repair

Record all troubleshooting steps, repairs, and parts replaced.

Detailed Description of Troubleshooting Steps Taken

Write something...

Part Number of Replaced Component (if applicable)

Enter a number...

Photos/Videos of Fault/Repair (optional)

 Upload File

Specific Tools Used for Repair

Write something...

Date of Repair

Enter date...

Time of Repair Start

Time of Repair Completion

Technician Signature

Verification & Final Checks

Conduct final checks and tests to ensure equipment is operating correctly.

Output Value (e.g., Temperature, Pressure)

Cycle Time (Post-Repair)

Equipment Operating Normally?

Yes

No

Quality Check Passed?

Yes

No

Date of Verification

Enter date...

Time of Verification

Enter time...

Technician Signature

Root Cause Analysis & Preventative Actions

Identify the root cause of the downtime and implement preventative measures.

Detailed Description of Root Cause

Write something...

Potential Root Cause Category

- Mechanical Failure
- Electrical Fault
- Software/Firmware Issue
- Operator Error
- Environmental Factors
- Maintenance Deficiencies
- Design Flaw
- Other

Estimated Downtime Cost (USD)

Enter a number...

Contributing Factors (select all that apply)

- Lack of Training
- Inadequate Preventative Maintenance
- Poor Documentation
- Component Aging
- Process Variation
- Material Quality

Preventative Actions Proposed

Write something...

Date Preventative Action Due

Enter date...

Responsible Party for Preventative Action

- Maintenance Team
- Engineering Team
- Operations Team
- Vendor
- Other