




Manufacturing Equipment Downtime Troubleshooting Checklist

 Show only Checklist

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Initial Assessment & Safety

Immediate steps to ensure safety and gather preliminary information.

Hi there, need help? 



Equipment Location

 Set My Current Location



Date of Incident

Enter date...

Time of Incident

Enter time...

Reporting Technician Name

Write something...

Hi there, need help?

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...

Hi there, need help?

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...

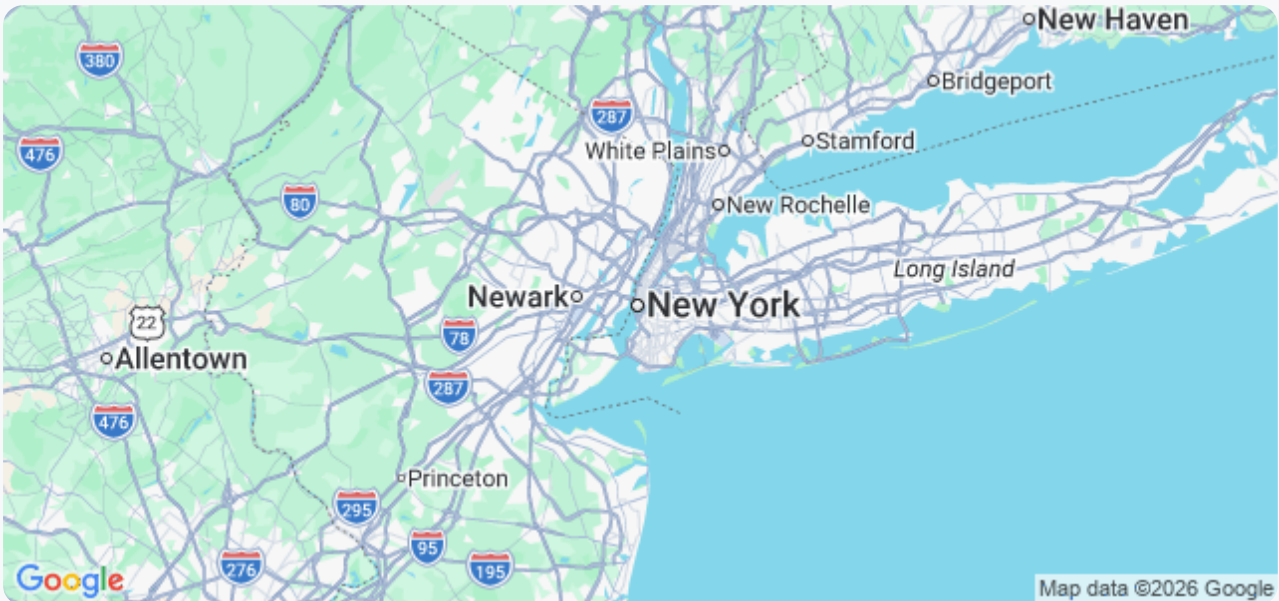
Hi there, need help?

Visual Inspection & Basic Checks

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

Equipment Location

 Set My Current Location



Equipment Model Number

Write something...

Power Supply Voltage (V)

Enter a number...

Hi there, need help?

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...

Hi there, need help?

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

Hi there, need help?

Component Testing & Isolation

Systematically test individual components to isolate the fault.

Power Supply Voltage Check

- Nominal
- Low
- High
- Not Present

Motor Current (Amps)

Enter a number...

Sensor Reading Verification

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

Detailed Observations of Component Behavior

Write something...

Hi there, need help?

Connection Integrity Check (Cables, Wiring)

- Secure
- Loose
- Damaged

Component Temperature (Celsius)

Calibration & Adjustment

Check and adjust equipment calibration if applicable.

Current Calibration Value (Parameter 1)

Target Calibration Value (Parameter 1)

Adjustment Amount (Parameter 1)

Hi there, need help?

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...

Hi there, need help?

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

Hi there, need help?

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...

Hi there, need help?

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)

Hi there, need help?

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...

Hi there, need help?

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

Hi there, need help?

Preventative Actions Proposed

Write something...

Date Preventative Action Due

Enter date...

Responsible Party for Preventative Action

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

Hi there, need help?