



Manufacturing Equipment Downtime Troubleshooting Checklist

 Show only Checklist

Display Style
Default 

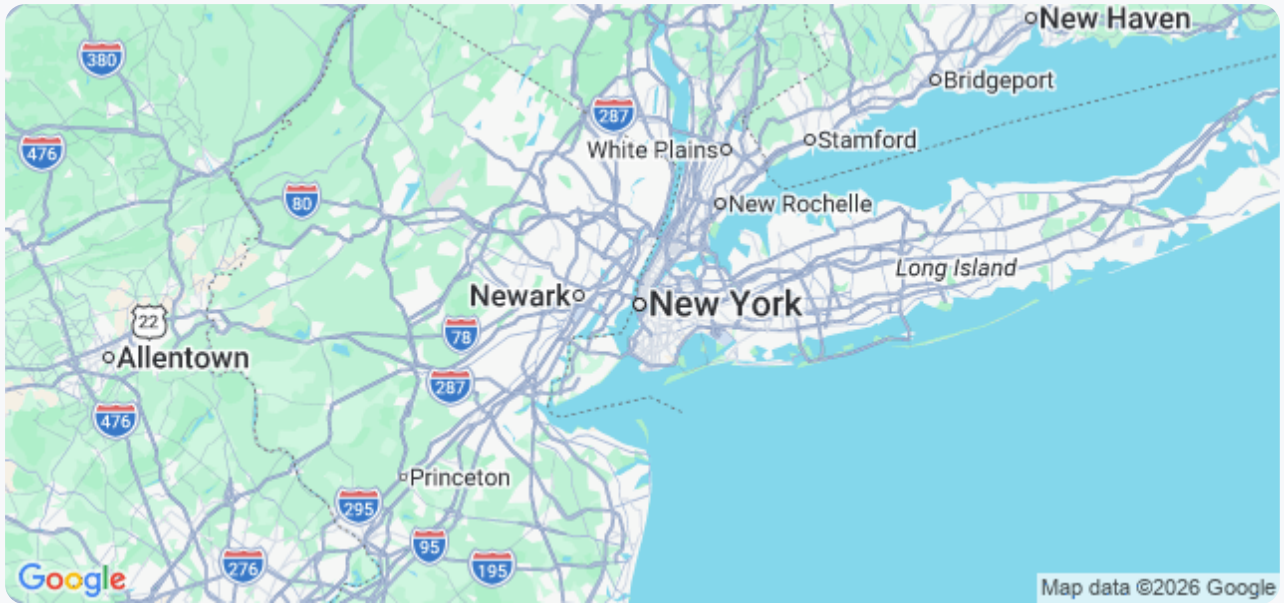
Initial Assessment & Safety

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

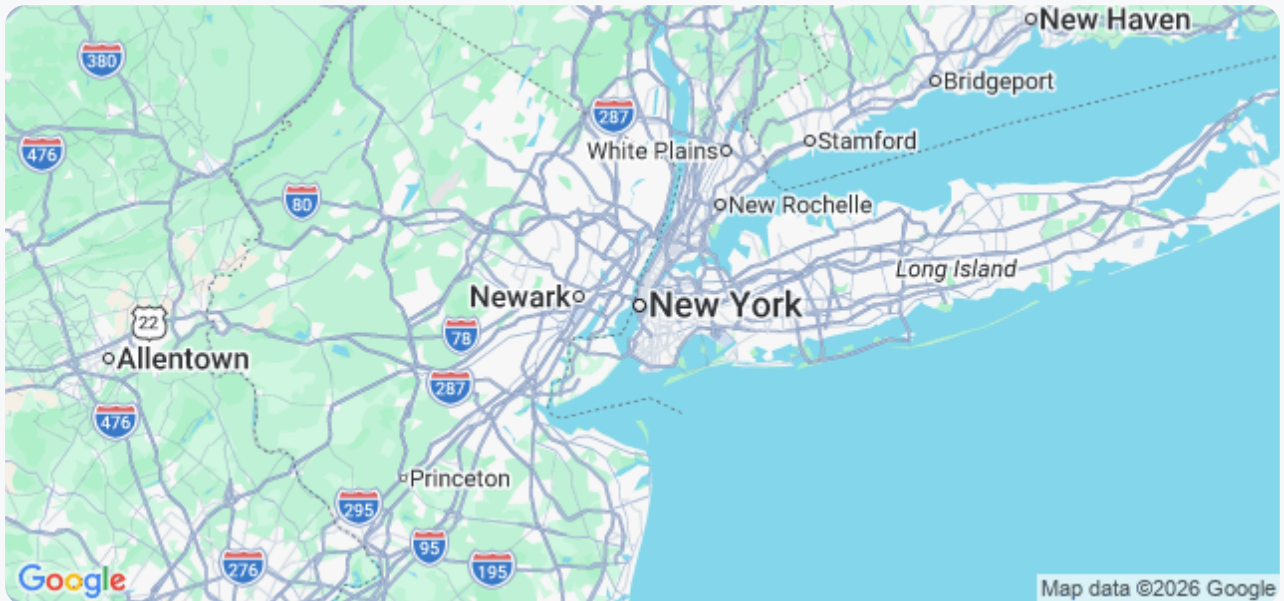
Enter a number...

Visual Inspection & Basic Checks

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

Equipment Location

 [Set My Current Location](#)



Equipment Model Number

Write something...

Power Supply Voltage (V)

Enter a number...

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)

Enter a number...

Sensor Reading Verification

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

Detailed Observations of Component Behavior

Write something...

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