

Downtime Log

One row per stop. Write the time it stopped and the time it ran again, circle P (planned) or U (unplanned) and the reason code from the list below.

oeelab.com/downtime-log-template

Line or area: _____ Week of: _____ Page _____ of _____ Filled in by: _____

[illegible]

Reason codes (the same list as the Reasons sheet of the Excel template; add your own in the empty space)

Breakdown

- B1** Bearing failure
- B2** Motor or drive fault
- B3** Sensor or photo eye fault
- B4** Pneumatic or air leak
- B5** Electrical or control fault

Setup and changeover

- S1** Product or format changeover
- S2** Adjustment after changeover
- S3** Cleaning between batches
- Minor stop*
- M1** Jam or misfeed

M2 Fallen or stuck product

- Waiting*
- W1** Waiting for material
 - W2** Waiting for operator
 - W3** Blocked or starved by next machine

Quality hold

- Q1** Quality hold or check
Q2 Rework or sorting
Other
O1 Other (write a note)

Planned stop, left out of planned time

- P1** Break or meal
- P2** Meeting or training
- P3** No orders scheduled

Minutes = end minus start. A stop that runs past midnight: minutes to midnight plus minutes after it.

Type the week into the free Excel template at oelab.com/downtime-log-template for the Pareto, MTTR and availability per machine, or log stops in the free CMMS app at oelab.com/app.