# Equipment Downtime Report

**Purpose:** This document records the periods when equipment was non-operational, along with pertinent details such as duration of downtime, reason, response actions, and responsible personnel. It is intended to support effective maintenance tracking and operational evaluation.

## Report Details

**Date of Report:** {reportDate}  
**Prepared By:** {preparedBy}  
**Department:** {department}

## Equipment Information

**Equipment Name:** {equipmentName}  
**Equipment ID/Code:** {equipmentId}  
**Location:** {location}

## Downtime Events

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Date** | **Start Time** | **End Time** | **Duration (hrs)** | **Reason** | **Action Taken** | **Responsible Person** |
| {#downtimeEvents}{date} | {startTime} | {endTime} | {duration} | {reason} | {actionTaken} | {responsiblePerson}{/downtimeEvents} |

## Summary

**Total Downtime Hours:** {totalDowntimeHours}  
**Most Common Cause:** {commonCause}

{#hasRecommendations}

### Recommendations

* {recommendation}

{/hasRecommendations}

## Authorizations

**Maintenance Supervisor:** {maintenanceSupervisor}  
**Date Approved:** {approvalDate}