

Breakdown / Work Order Log

Fault, Fix & Downtime Record

Capture each breakdown with the fault, the fix and the downtime, so run-to-failure stays a decision.



Also available digitally

This checklist can also be completed on a **phone, tablet or PC** in flowdit. Add photos, notes and actions to each item, and generate the report automatically.

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Asset / line		Date	
Logged by		Shift	

Breakdown work orders

Duration in minutes. Repeat faults are your first improvement target.

#	Date	Asset	Fault	Action / parts	Min	By
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						

Acceptance decision

Rule: a repeat fault on the same asset should trigger a root cause analysis, not another quick fix.

Follow-up: ☐ Closed ☐ RCA raised ☐ Spare to stock

Technician

Maintenance lead

Name / Signature / Date

Name / Signature / Date