

Troubleshooting Log

Symptom, Cause & Fix

Capture the symptom, the checks tried, the confirmed cause and the fix, so recovery is faster next time and repeat faults show up.



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.

Scan to open · flowdit.com

Asset / line		Date	
Reported by		Shift	

Symptom: what happened, what changed, and when. Note any recent change first.

Diagnosis

Work from the obvious and recent, then split the system and test each half.

#	Check tried	Result	Conclusion
1			
2			
3			
4			
5			
6			
7			
8			

Acceptance decision

Rule: verify the fault is actually gone before closing; a repeat fault should trigger a root cause analysis.

Outcome: ☐ Fixed and verified ☐ Temporary fix ☐ RCA raised

Technician

Maintenance lead

Name / Signature / Date

Name / Signature / Date