

Breakdown Report Template

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Purpose	Template for recording breakdown details, work completed, cause, downtime and follow-up actions
Use for	Reactive maintenance, repeat fault tracking, reliability improvement and client handover
Document type	Client resource and maintenance reporting template
Suitable for	Production machinery, utilities, services, conveyors, mechanical and electrical assets

1. Report purpose

A good breakdown report should do more than confirm that a machine was repaired. It should record the symptoms, safety status, fault found, cause, downtime impact, repair details and follow-up actions needed to prevent the same issue returning.

This template is suitable for reactive maintenance, call-outs, internal engineering records, production handover and reliability improvement reviews.

2. Breakdown details

Date	Site / area	Asset ID	Asset name	Reported by	Engineer	Start time	Finish time	Downtime

3. Fault description and symptoms

Fault reported	Observed symptoms	Initial safety concerns	Production impact

4. Findings and repair details

Fault found	Immediate cause	Work completed	Parts used	Temporary or permanent repair?

5. Root cause and prevention

Likely root cause	Contributing factors	Recommended follow-up	Owner	Priority	Due date

Category	Examples
Mechanical	Bearing, belt, chain, gearbox, coupling, alignment, guards, loose fixings, wear, damage.
Electrical / controls	Motor, sensor, switchgear, cable, emergency stop, controls, loose connection, overload.
Pneumatic / hydraulic	Air leak, valve fault, cylinder fault, hose, pressure loss, contamination, poor lubrication.
Process / operation	Misuse, incorrect setup, product jam, changeover issue, operating condition, cleaning issue.
Maintenance related	Missed PPM, poor lubrication, no inspection, known defect not actioned, incorrect part.
External / other	Supplier issue, power supply, site services, unknown or requires further investigation.

7. Safety, environmental and quality notes

Safety observations	Environmental observations	Quality risk	Controls applied

8. Handover and sign-off

Machine status	Outstanding actions	Client contact	Engineer signature	Client signature

Document owner	Company Director
Approved by	Daryl Gibson, Director
Signature	_____
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Next review	July 2027