

Company Name: _____

Maintenance Forms & Logs

Date: _____

Log ID: _____

Version: 1.0

Overall Equipment Effectiveness (OEE) Shift Tracking Log

1.0 Form Objective & Asset Scope

This OEE Shift Tracking Log is designed to capture real-time production data for a single machine or production line over a defined shift period. The log enables maintenance and production teams to calculate Overall Equipment Effectiveness (OEE) by tracking availability (planned vs. actual run time), performance (actual vs. ideal cycle rate), and quality (good vs. total units produced). Consistent use of this log supports root cause analysis of downtime events, identifies chronic speed losses, and quantifies scrap or rework rates for reliability improvement initiatives.

Critical for compliance with OEM reliability standards and internal continuous improvement programs, this log must be completed at the end of each shift by the machine operator or shift lead. Data entered here feeds into the CMMS for long-term trend analysis and work order prioritization.

2.0 Administrative & Asset Details

Date: _____

Shift (Day / Afternoon / Night): _____

Machine ID / Asset Tag: _____

Operator Name: _____

Planned Production Time (minutes): _____

Shift Start Time: _____

Shift End Time: _____

3.0 Inspection / Parameter Checklist

- ☐ Pass ☐ Fail - Record total operating time (machine running) in minutes.
- ☐ Pass ☐ Fail - Record total downtime (planned + unplanned) in minutes.
- ☐ Pass ☐ Fail - Log each downtime event with start time, end time, and reason code (e.g., mechanical failure, setup, material shortage).
- ☐ Pass ☐ Fail - Record total number of units produced during the shift.
- ☐ Pass ☐ Fail - Record total number of good units (passing quality inspection).
- ☐ Pass ☐ Fail - Record total number of defective units (scrap or rework).
- ☐ Pass ☐ Fail - Record ideal cycle time per unit (seconds) from OEM specification.
- ☐ Pass ☐ Fail - Calculate actual cycle time per unit (total operating time / total units produced).
- ☐ Pass ☐ Fail - Calculate Availability = (Operating Time / Planned Production Time) x 100%.

☐ Pass ☐ Fail - Calculate Performance = (Ideal Cycle Time x Total Units) / Operating Time x 100%.

☐ Pass ☐ Fail - Calculate Quality = (Good Units / Total Units) x 100%.

☐ Pass ☐ Fail - Calculate Overall OEE = Availability x Performance x Quality.

4.0 Deficiencies & Work Order Generation

Downtime Event Description (for each event): _____

Root Cause (if known): _____

Corrective Action Taken: _____

Parts Required: _____

Work Order Number (if generated): _____

5.0 Sign-off & Return to Operations

Operator Signature: _____ Date: _____

Shift Lead / Supervisor Signature: _____ Date: _____

Maintenance Technician Signature (if called in): _____ Date: _____

Regulatory Disclaimer: This maintenance log is a generic template. The end-user assumes all liability for validating all inspection parameters, PM frequencies, and tolerances against specific OEM machinery manuals before active shop floor deployment.