

OEE Shift Sheet

Date: _____

Shift: _____

Line / machine:

Recorded by: _____

Time

Item	Minutes	Note
Shift length		
Breaks and no-demand time		excluded from OEE
Planned production time		= shift – breaks
Stops: breakdowns		
Stops: changeovers and setup		availability loss, not a break
Run time		= planned – all stops

Output

Item	Value	Note
Ideal cycle time (s / part)		sustainable, not nameplate
Total count		
Good count		rework is not good

Result

Factor	Formula	Value
Availability	Run time ÷ planned production time	
Performance	(Ideal cycle time × total count) ÷ run time	
Quality	Good count ÷ total count	
OEE	Availability × performance × quality	
OEE, one-line check	(Good count × ideal cycle time) ÷ planned production time	

Loss log — the reason, not just the minutes

[illegible]

The six big losses

Loss	OEE factor	Typical examples	What to record
Equipment failure	Availability	Breakdowns, unplanned maintenance, tooling failure	Minutes stopped, and the stop reason
Setup and adjustments	Availability	Changeovers, warm-up, first-off approval, material shortage	Minutes from last good part to first good part
Idling and minor stops	Performance	Jams, blocked or starved sensors, short stops cleared by the operator	Count of stops under your threshold, e.g. 5 minutes
Reduced speed	Performance	Running below the ideal cycle time: worn tooling, cautious settings, material	Actual cycle time against ideal
Process defects	Quality	Scrap and rework during stable production	Parts, with the defect type
Startup rejects	Quality	Scrap and rework after a changeover or restart, until the process is stable	Parts, split from process defects

Formulas

Term	Formula
Planned production time	Shift length – breaks and no-demand time
Run time	Planned production time – all stops in planned time, including changeovers
Availability	Run time ÷ planned production time
Performance	(Ideal cycle time × total count) ÷ run time
Quality	Good count ÷ total count
OEE	Availability × performance × quality
OEE, one-line check	(Good count × ideal cycle time) ÷ planned production time
Benchmark often called world class	85% ≈ 90% availability × 95% performance × 99.9% quality

Totals are calculated from summed minutes and counts, never by averaging the shift percentages — an average gives a short bad shift the same weight as a long good one. Rework counts as a quality loss, not as good output. Use the ideal cycle time the process can sustain, not the nameplate speed.

Free OEE template — 5xwhys.com/articles/rca/oeel/ · OEE says where the time went; the loss log says why.