Root Cause Analysis Template

1. Problem Identification

- Problem Statement: [Describe the problem in detail]
- Date and Time of Occurrence: [Insert date and time]
- Location: [Specify where the problem occurred]
- Reported By: [Name of the person who reported the problem]

2. Data Collection

- Evidence and Observations: [List all the evidence and observations related to the problem]
- Impact: [Describe the impact of the problem on operations, customers, etc.]
- Initial Actions Taken: [Document any immediate actions taken to address the problem]

3. Root Cause Identification

- Method Used: [Specify the RCA method(s) used, e.g., 5 Whys, Fishbone Diagram]
- Analysis Process:
  - 5 Whys:
    - Why did the problem occur? [Answer]
    - Why did this happen? [Answer]
    - Why did this happen? [Answer]
    - Why did this happen? [Answer]
    - Why did this happen? [Answer]
  - Fishbone Diagram:
    - People: [Potential causes]
    - Process: [Potential causes]
    - Equipment: [Potential causes]
    - Materials: [Potential causes]
  - Pareto Analysis:
    - List of Causes and Frequency: [Detail the causes and how often they occur]
  - Other Methods: [Describe any other methods used and their findings]

4. Root Cause Determination

- Primary Root Cause: [Clearly state the primary root cause identified]
- Supporting Data: [Provide data or evidence supporting this root cause]

5. Solution Development

- Brainstorming Solutions:
    - Solution 1: [Description]
    - Solution 2: [Description]
    - Solution 3: [Description]
- Evaluation of Solutions: [Evaluate each solution based on feasibility, cost, time, etc.]
- Selected Solution: [State the solution chosen to address the root cause]

6. Implementation Plan

- Action Steps:
    1. Step 1: [Detailed description]
    2. Step 2: [Detailed description]
    3. Step 3: [Detailed description]
- Responsible Person(s): [Name(s) of person(s) responsible for each action step]
- Timeline: [Specify deadlines for each action step]

7. Monitoring and Review

- Metrics for Success: [Define the metrics that will indicate the problem has been resolved]
- Review Schedule: [Set dates for follow-up reviews to ensure the solution is effective]
- Feedback Loop: [Describe how feedback will be gathered and incorporated into the process]

8. Documentation and Reporting

- Final Report: [Compile all findings, actions, and results into a final report]
- Distribution List: [List of stakeholders who will receive the final report]
- Lessons Learned: [Document any lessons learned during the RCA process]