

Order Fulfillment Process Issue RCA Template

1. Basic Information

Reported By:

Date Reported:

Order Number:

Department:

Issue Title/Short Description:

2. Issue Description

Describe the issue observed in the order fulfillment process:

3. Impact Assessment

Describe the impact of the issue (quantitative/qualitative):

4. Containment Actions

Short-term actions taken to contain the issue:

5. Root Cause Analysis

Investigation Methods:

Select Method

Describe the steps taken for root cause analysis:

Identified Root Cause(s):

6. Corrective Actions

Action	Responsible	Target Date	Status
<div></div>	<div></div>	<div></div>	<div>Select</div>
<div></div>	<div></div>	<div></div>	<div>Select</div>

7. Verification of Effectiveness

Describe how the effectiveness of corrective actions will be verified:

8. Lessons Learned/Preventive Measures

Document lessons learned and preventive actions for future:

9. Approvals

Prepared By:

Date:

Reviewed By:

Date:

Approved By:

Date: