

# Root Cause Analysis Form

Date

Equipment ID/Name

Enter Equipment Identifier

Reported By

Enter Name

Location

Enter Location

## 1. Problem Description

Describe the malfunction/issue

## 2. Immediate Actions Taken

Actions taken to secure/contain the issue

## 3. Evidence/Data Collected

List data, observations, and evidence collected

## 4. Root Cause Analysis

Analysis (include analysis techniques used, e.g. 5 Whys, Fishbone Diagram)

## 5. Root Cause Identified

Describe root cause

## 6. Corrective Actions

Describe planned or completed corrective actions

## 7. Preventive Actions

Measures to prevent recurrence

Responsible Person

Target Completion Date

Follow-up / Verification

Reviewed By

Review Date