

Root Cause Analysis Form

Date

Equipment ID/Name

Reported By

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