Root Cause Analysis Report

BASIC INFORMATION

Report Date:

YYYY-MM-DD

Reported By:

Name

Production Line / Area:

e.g. Assembly Line 3

Failure Date & Time:

YYYY-MM-DD HH:MM

INCIDENT OVERVIEW

Summary of Failure:

Briefly describe what happened...

Impact:

e.g. Downtime duration, affected production quantity, etc.

INVESTIGATION

Immediate Actions Taken:

Describe any immediate corrective actions

ROOT CAUSE ANALYSIS

POTENTIAL CAUSE	ANALYSIS / FINDINGS
e.g. Equipment Failure	Add findings

Root Cause Identified:

Describe the root cause

How was the root cause identified?

Describe methods, e.g. 5 Whys, Fishbone Diagram, etc.

CORRECTIVE & PREVENTIVE ACTIONS

ACTION	RESPONSIBLE	DUE DATE	STATUS

VERIFICATION

How was the effectiveness of actions verified?

Describe verification methods

Verified By:

Date:

YYYY-MM-DD