

Root Cause Analysis

IDENTIFYING AND ELIMINATING THE TRUE SOURCE OF PROBLEMS

Why use this template?

Root Cause Analysis (RCA) is essential to analyse a recurring problem and help eliminate the root cause. By identifying the true cause of a problem, RCA enables teams to implement targeted solutions that prevent recurrence, improve operational efficiency, and reduce downtime. This proactive approach not only saves time and resources but also fosters continuous improvement and enhances overall quality.

CONDUCTED BY:

LOCATION:

DATE:

Issue Details

Reported issue date.

Record the exact date the issue was first observed.

____/____/____

Brief description of the issue.

Summarize the issue highlighting what went wrong.

Was there any impact on productivity?

Indicate if the issue affected production output or quality.

Yes No

Rate the impact

If there was an impact, rate it from low to high based on severity.

1 = "Low Severity" to 10 = "High Severity"

Possible Root Cause

List potential reasons why the issue happened.

Identify and list factors that could have contributed to the issue.

1.
2.
3.
4.

Identify the most likely root cause of the issue.

Highlight the most likely root cause and justify why based on the data collected.

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Rate the probability of being the primary cause.

Assess the likelihood of that cause being the primary cause.

1 = "Very Unlikely" to 10 = "Very Likely"

Categorize the root cause of the issue

Indicate in which category this cause fits.

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|------------------------------------|--|--|
| <input type="checkbox"/> Equipment | <input type="checkbox"/> Lack of Communication | <input type="checkbox"/> Non-Conformance |
| <input type="checkbox"/> Process | <input type="checkbox"/> Incorrect Information | <input type="checkbox"/> Other |

If other, specify which one:

Prevention Strategy

Suggested solution to implement.

Describe the corrective actions or changes that will address the root cause.

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Estimated cost:

Provide an estimated budget for implementing the solution.

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Are there special considerations?

Note any unique factors, risks, or resources needed for this solution.

Yes

No

If yes, identify which ones:

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Other Issues and Concerns

Have any other issues or concerns been identified?

Note any other issues that have been identified during the analysis that need to be reviewed.

Yes

No

If yes, identify which ones:

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SIGNATURE:

DATE: