

# ROOT CAUSE ANALYSIS (RCA)

## 1. Incident / Problem Identification

<b>RCA REPORT TITLE:</b>	
<b>REPORT ID:</b>	
<b>DATE OF OCCURRENCE:</b>	
<b>TIME OF OCCURRENCE:</b>	
<b>DATE REPORTED:</b>	
<b>REPORTED BY:</b>	

### Problem Statement:

## 2. Initial Impact Assessment

<b>IMPACT CATEGORY</b>	<b>DESCRIPTION OF IMPACT</b>	<b>SEVERITY</b> (Low/Med/High/Critical)
<b>Safety</b>		
<b>Quality</b>		
<b>Delivery / Schedule</b>		
<b>Cost / Financial</b>		

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**Customer / Reputation**

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**Environment**

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### **3. Team & Timeline**

<b>RCA LEAD</b>	
<b>RCA TEAM MEMBERS:</b>	
<b>ANALYSIS START DATE:</b>	
<b>TARGET COMPLETION DATE:</b>	

### **4. Data Collection & Evidence**

*List all data, documents, and evidence gathered:*

- **People Interviewed:**
- **Documents Reviewed:**
  
- **Physical Evidence:**
  
- **Data Analysis:**
- **Other Evidence:**

### **5. Root Cause Analysis Method**

*Select the primary method used and complete the corresponding section below.*

5 Whys Analysis

Fishbone (Ishikawa) Diagram (Attach separate diagram)

Failure Mode and Effects Analysis (FMEA) (Reference attached FMEA sheet)

Cause and Effect Tree

Other:

### **Method Application & Findings:**

**If using the 5 Whys:**

Problem Statement:

1. **Why did it happen?**
2. **Why did that happen?**
3. **Why did that happen?**
4. **Why did that happen?**
5. **Why did that happen?**

Root Cause(s) Identified:

- 1.
- 2.

## **6. Root Cause(s) & Contributing Factors**

<b>IDENTIFIED CAUSE</b>	<b>CATEGORY</b>	<b>IS THIS A ROOT CAUSE?</b>	<b>EVIDENCE LINKING CAUSE TO PROBLEM</b>

## 7. Corrective & Preventive Actions (CAPA)

№	RECOMMENDED ACTION	ACTION TYPE	RESPONSIBLE PERSON/DEPT	DUE DATE	SUCCESS METRIC
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1

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2

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3

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4

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## 8. Effectiveness Verification & Closure

**Verification Plan:**

**Verification Date:**

**Verified By:**

**Verification Results & Evidence:**

Effectiveness Verified - Problem Resolved

Effectiveness Not Verified - Further Action Required:

**RCA Status:**

Open          Closed

**9. Sign-Off & Distribution**

RCA Approved By:

Signature: \_\_\_\_\_

Date:

**Distribution List:**

**Lessons Learned & Recommendations for Systemic Improvement:**

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**Document Version:**

**Last Updated:**