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ROOT CAUSE ANALYSIS REPORT

CFT MEMBER NAMES

PROBLEM DESCRIPTION

	What	Where	When	Who	Why	How	How much
5W1H / 5W2H							

Note:

POTENTIAL CAUSE IDENTIFICATION

Identification of Potential cause

Problem/Defect	Potential or Possible Causes	Cause's Group/Header
		Select
		Select
		Select
		Select
		Select
		Select
		Select
		Select
		Select
		Select
		Select

Validation /Verification of Potential Cause

Problem /Defect	Potential cause	Cause's Group/Header	Validation / Verification Methods	Result	Significant (S) / Non-significant(NS)
		Select			Select
		Select			Select
		Select			Select
		Select			Select
		Select			Select
		Select			Select
		Select			Select
		Select			Select
		Select			Select
		Select			Select

Why-Why Analysis

Significant Cause	Why1	Why2	Why3	Why4	Why5	Root Cause

CORRECTIVE ACTION PLAN

Significant Cause	Root Cause	Corrective Action Plan	Responsible Person	Target Date

IMPLEMENTATION OF CORRECTIVE ACTION PLAN

Corrective Action	Responsible Person	Target Date	Actual Date of Completion	Trial Result	Decision	Full Phase Result, If decision accepted

EFFECTIVENESS MONITORING

Parameter / Monitoring Input	Month1	Month2	Month3

HORIZONTAL DEPLOYMENT

Details (e.g. Similar parts, Process, etc.)	Res. Person	Action plan Date	Completion Date

PREVENTIVE ACTION PLAN

Preventive Action Plan	Responsible Person	Target Date	Completion Date

DOCUMENT REVIEW

Description	Doc. / Record No.	Revised Rev. No	Issue No.	Date
SOP				
Drawing				
FMEA				
Control Plan				
Check Sheet				
Risk Record				
Other				

Sig.

OTHER TEMPLATE

QA Related Template

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Six Sigma Related Template

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SQC Related Template

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Lean Template

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