Root Cause Analysis Template

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Purpose	Structured template for investigating repeat faults, breakdowns, downtime losses and quality issues
Use for	Reliability improvement, corrective action, repeat fault elimination and client improvement projects
Document type	Client resource and continuous improvement template
Method	Problem statement, containment, evidence, 5 Whys, root cause, actions and verification

1. RCA purpose

Root cause analysis should identify why a problem happened and what needs to change to stop it happening again. The aim is not to create paperwork for its own sake. It is to find practical, verified actions that reduce repeat downtime, waste, safety risk and maintenance cost.

This template is suitable for repeat failures, major breakdowns, high downtime events, recurring defects, quality issues, unsafe conditions and improvement projects.

2. Problem definition

Problem title	Asset / area	Date identified	Raised by	Impact / loss

Clear problem statement - what happened, where, when and what was the impact?

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3. Immediate containment

Containment action	Owner	Date	Status	Notes

4. Evidence review

Evidence source	What was found?	Photo / data reference	Conclusion

5. 5 Whys analysis

Why level	Answer	Evidence / comment

6. Cause categories to consider

Category	Questions to ask
Machine / equipment	Was there wear, damage, poor design, misalignment, missing guards, poor access or incorrect components?

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Method / process	Was the work method, setup, changeover, cleaning or operation unclear or inconsistent?
People / competence	Was training, communication, instruction or handover a factor?
Materials / spares	Were parts incorrect, poor quality, unavailable, obsolete or incorrectly stored?
Maintenance system	Was PPM missing, wrong frequency, not completed, not followed up or not specific enough?
Environment / services	Were utilities, temperature, contamination, water, air, power or housekeeping factors involved?

7. Root cause and corrective actions

Root cause	Corrective action	Preventive action	Owner	Due date	Priority

8. Verification and close-out

Verification method	Evidence of success	Date checked	Checked by	Closed?

A corrective action is not fully closed until it has been checked and shown to work. Where possible, use evidence such as no repeat failures, reduced downtime, inspection results, photographs, production data, operator feedback or updated PPM records.

Document owner	Company Director
Approved by	Daryl Gibson, Director

Signature	_____
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