

Root Cause Analysis

Document a general business or process problem, the evidence behind its causes, and the actions that will be checked later. Edit in Word or print and write by hand.

Issue Title _____ Date _____

Owner _____ Team _____

Problem Statement

State the observed problem without assuming its cause.

What Happened

Include when, where, and the immediate impact.

Evidence and Observations

Record data reviewed, observations, and relevant facts.

Contributing Factors

Consider people, process, tools, environment, communication, and other factors.

Root Cause Analysis Continued

Identified Root Cause

Distinguish a working conclusion from a verified cause.

Supporting Evidence

Corrective and Preventive Actions

Action and type	Owner	Due Date	Status

Verification Plan

Follow-up date, how effectiveness will be checked, and outcome.

General process-planning form only; not a regulated safety, medical, or compliance procedure.