**5 WHYs ROOT CAUSE ANALYSIS TEMPLATE**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **PRODUCT/PROCESS** |  | | | | | **DEPARTMENT** |  | | | **COMPLETED BY** | | |  | | **DATE** |  | |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **DEFINE THE PROBLEM** |  |  |  |  |  |  |  |  |  |  |  | **CORRECTIVE ACTION TO TAKE** | | | | | |
|  | Define problem here | | | | | | | | |  |
|  |  |  |  |  |  |  |  |  |  |  |
| **WHY IS THIS A PROBLEM?** |  | **PRIMARY CAUSE** |  | **\*\*NOTE: If the final "Why" has no controllable solution, return to the previous "Why."** | | | | | | **ROOT CAUSE** |  |  |  | PARTY RESPONSIBLE | DATE ACTION TO BEGIN | DATE TO COMPLETE |  |
|  | Why is it happening? |  | Why is that? |  | Why is that? |  | Why is that? |  | Why is that? |  |  | **CORRECTIVE ACTION** |  |
|  |  |  |  |  |  |  |  | |  | | --- | |  | |  | |  | | --- | |  | |  |  |  |  |  |  |
|  | **CONTRIBUTING PROBLEM** | | |  |  |  |  |  | **ROOT CAUSE** |  |  |  | PARTY RESPONSIBLE | DATE ACTION TO BEGIN | DATE TO COMPLETE |  |
|  | Why is it happening? |  | Why is that? |  | Why is that? |  | Why is that? |  | Why is that? |  |  | **CORRECTIVE ACTION** |  |
|  |  |  |  | |  | | --- | |  | |  |  |  | |  | | --- | |  | |  | |  | | --- | |  | |  |  |  |  |  |  |
|  | **OTHER CONTRIBUTING PROBLEM** | | |  |  |  |  |  | **ROOT CAUSE** |  |  |  | PARTY RESPONSIBLE | DATE ACTION TO BEGIN | DATE TO COMPLETE |  |
|  | Why is it happening? | | Why is that? |  | Why is that? |  | Why is that? |  | Why is that? |  |  | **CORRECTIVE ACTION** |  |
|  |  |  |  | |  | | --- | |  | |  |  |  | |  | | --- | |  | |  | |  | | --- | |  | |  |  |  |  |  |  |
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