

1 Define the Problem

Fill in each line below. If unknown, write a question mark.

Timeline - sequence of events

What	Problem(s)	_____
When	Date	_____
	Time	_____
	Different, unusual, changed	_____
Where	Facility, location	_____
	Unit, area	_____
	Equipment, tools	_____
	Task, operation being done	_____

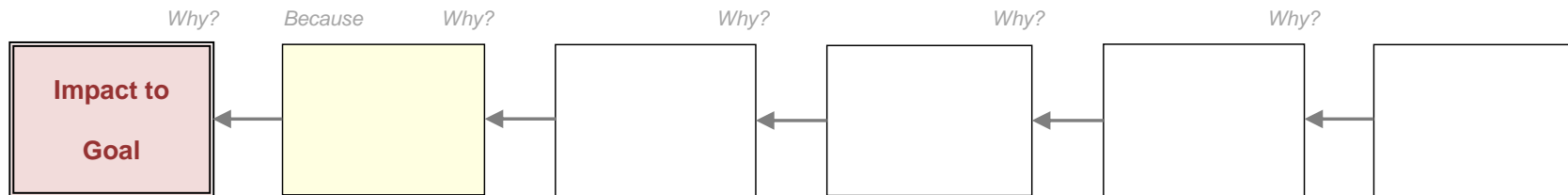
Date	Time	Description

Impact to Goals

Safety	_____
Environmental	_____
Customer	_____
Production, Schedule	_____
Property, Equipment	_____
Labor, Time	_____
Frequency	_____

2 Start the Analysis

Ask one Why question at a time, starting with an impacted Goal.



3 Identify Solution Options

Write down any ideas for reducing the risk of the same or similar issues.

Owner(s)

Due Date

1	_____	_____
2	_____	_____
3	_____	_____

Diagrams or a Process Map can be added to the back.