

Root Cause Analysis Report

Problem title: _____
Date: _____
Team: _____
Impact: _____

1 — Problem Statement

What happened, where, when, how many? Measurable gap vs target (5W+1H) — describe the symptom, not the suspected cause

2 — Evidence & Timeline

Key facts, data, sequence of events · what changed just before the problem appeared

3 — Candidate Causes

Brainstormed causes — fishbone categories help: Machine, Method, Material, People, Measurement, Environment

4 — Why-Chain (5 Whys)

Why 1 → Why 2 → Why 3 → Why 4 → Why 5 — drill the most likely branch from symptom to systemic cause

Why 1	
Why 2	
Why 3	
Why 4	
Why 5	

5 — Root Cause (verified)

The systemic cause + the evidence that confirms it — verify with data BEFORE acting

6 — Corrective Action Plan

Action · owner · due date · status — target the process, not the person; SMART actions only

7 — Verification & Follow-Up

How you will confirm the fix worked · review date 2-4 weeks after implementation · recurrence check

Free root cause analysis template — 5xwhys.com/articles/rca/template/ · A root cause you haven't verified with data is still a hypothesis.