

Root Cause Analysis

5 Whys & Corrective Action Worksheet

Work the problem down to a cause that, once removed, stops it coming back.



Also available digitally

This checklist can also be completed on a **phone, tablet or PC** in flowdit. Add photos, notes and actions to each item, and generate the report automatically.

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Problem		Date	
Owner		Area / asset	

State the problem in one line: what happened, where, when, and how big.

5 Whys

Keep asking why until the answer is a cause you can remove, not another symptom.

#	Why did it happen?	Answer / cause
1		
2		
3		
4		
5		

Cause categories (fishbone)	Contributing	No	N/A	Notes
People				
Method				
Machine				
Material				
Measurement				
Environment				

Corrective actions

One action per confirmed root cause.

#	Corrective action	Owner	Due	Verified
1				
2				
3				
4				
5				

Acceptance decision

Rule: a cause is the root cause only if removing it would prevent recurrence.



Status: ☐ Root cause confirmed ☐ Actions assigned ☐ Verified effective

Facilitator

Process owner

Name / Signature / Date

Name / Signature / Date