**5 WHYs ROOT CAUSE ANALYSIS TEMPLATE **

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| **PRODUCT/PROCESS** |   | **DEPARTMENT** |   | **COMPLETED BY** |   | **DATE** |   |
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| **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** |   |
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|   | **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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|   | **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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