



TEAM NAME:	TEAM LEADER:  TEAM MEMBERS:	DATE INITIATED: TARGET CLOSE DATE: ACTUAL CLOSE DATE: DATE VERIFIED:
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1. Describe or sketch the problem in detail	4. Investigate and diagnose root cause (use fishbone on backside if appropriate)	6. Implement permanent corrective action plan - complete problem solving action list on backside
<p>What is the defect?</p> <p>Where did it happen?</p> <p>When was it discovered?</p> <p>How big is the problem? (Quantify in pieces, dollars, etc)</p> <p>Is this a recurrence?</p>	<p><b>4a.</b> Top 2 most likely causes of non-conformance</p> <p>1. _____ 2. _____</p> <p>Why? Why?</p> <p>Why? Why?</p> <p>Why? Why?</p> <p>Why? Why?</p> <p>Why? Why?</p> <p><b>4b.</b> Top 2 most likely causes of non-detection (if applicable)</p> <p>1. _____ 2. _____</p> <p>Why? Why?</p> <p>Why? Why?</p> <p>Why? Why?</p> <p>Why? Why?</p> <p>Why? Why?</p>	<p>6a.</p> <p>6b.</p> <p><b>7 Prevention/Verification:</b> Demonstrate effectiveness of action plan-tracking chart, time study, process flow chart, control plan, print, gage, supplier follow up:</p>
2. Risk on similar products and processes		
3. Containment actions	5. List / Select Corrective Action	8 Team Recognition/ Lessons learned
	<p><b>5a.</b> (Relates to 4a.)</p> <p>1.</p> <p>2.</p> <p>3.</p> <p><b>5b.</b> (Relates to 4b.)</p> <p>1.</p> <p>2.</p> <p>3.</p>	<p>A. Date/ Method of Team Recognition:</p> <p>B. Lessons learned and how shared:</p> <p>1.</p> <p>2.</p> <p>3.</p>