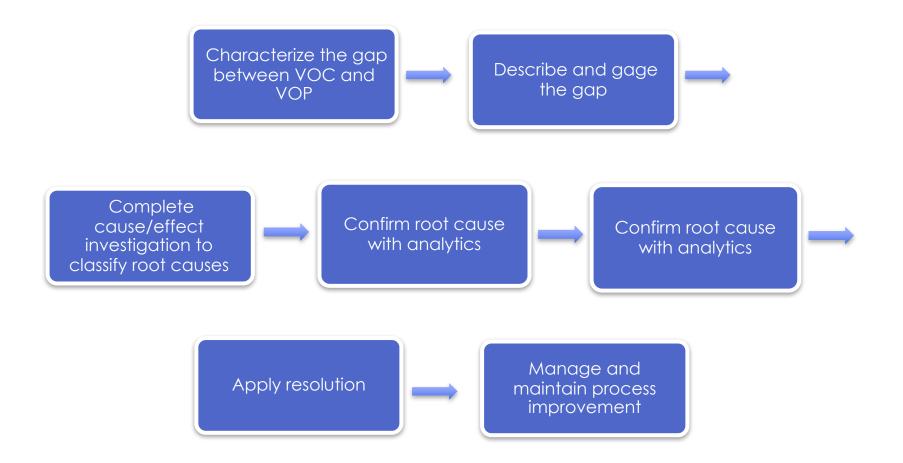
## **CAUSE MAPPING TEMPLATE**

EXPLAIN THE PROBLEM						
DATE INCIDENT OCCURRED:						
INCIDENT INVESTIGATOR:						
RCA REPORT INITIATED BY:						
DESCRIBE THE FULL INCIDENT DETAILS BELOW: INCLUDE THE DEFECT(S), NUMBER OF DEFECT(S), HOW OFTEN DEFECT(S) OCCURRED, ETC.						
STEPS TAKEN (IF APPLICABLE)		PARTY RESPONSIBLE	DATE	NOTES		
1. Defined problem						
2. Mapped out process (if applicable)						
3. Gathered necessary data						
4. Completed cause/effect analysis						
5. Verified root cause with data						
6. Developed steps for solutions & prevention						
7. Pilot of implementation completed						
8. Implementation completed						
9. Completed control/monitoring plan						
10. Documented any lessons learned						

## **PROCESS MAPPING**



## INCIDENT INVESTIGATION PROCESS **EFFECT** CAUSE Tools **Procedure** Team Problem Lesser cause Main cause Supplies Situation Supervision

ROOT CAUSE CONFIRMATION	
SOLUTIONS	

TIMELINE							
ACTION TO TAKE	PARTY RESPONSIBLE	START DATE	END DATE				

REFERENCE PHOTOS, DIAGRAMS, AND LINKS							