

**1 Define the Problem**

Fill in each line below. If unknown, write a question mark.

Timeline - sequence of events (use as needed)

Date	Time	Description

**What** Problem(s) \_\_\_\_\_

**When** Date, Time \_\_\_\_\_

Unique to this issue, different \_\_\_\_\_

**Where** Facility, Site \_\_\_\_\_

Unit, Area \_\_\_\_\_

Equipment, Component \_\_\_\_\_

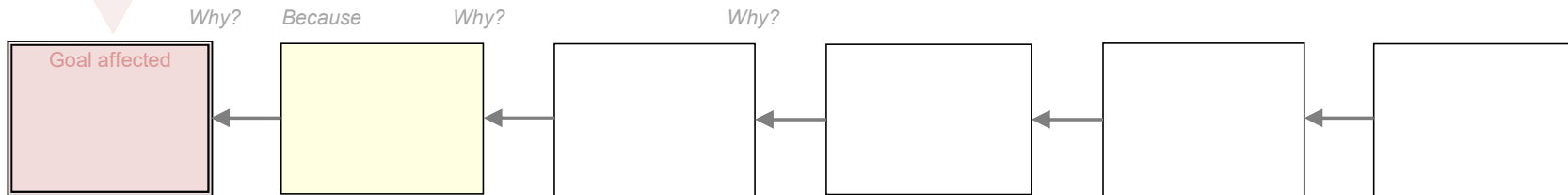
Task being done \_\_\_\_\_

**How was each Goal affected?** Quantify below OR specify "None." Include near-misses.

<b>Safety</b>	
<b>Environmental</b>	
<b>Customer</b>	
<b>Production, Schedule</b>	
<b>Equipment, Property</b>	
<b>Labor, Time</b>	
Frequency (how many times)	

**2 Start the Analysis**

Write one of the affected Goals in the first box, then continue to ask (and answer) a few Why questions moving to the right.



**3 Identify Solutions**

Write down any ideas for reducing the risk of the same or similar issues.

	Owner(s)	Due Date
1		
2		
3		

Diagrams or Process Maps can be added to the back.

