Topic:		Responsible:		Initiated by:		Date:

Target: (What's the Standard?)	Actual: (What is found?)	Objective: (What is to be achieved with the problemsolving?)

1.) Problem Description

Problem Description: (Value- and solution-free, Only observable)

Defect 1: (Differentiate Defects)

Defect 2: (Differentiate Defects)

Defect 3: (Differentiate Defects)

2.) Process Containment

Background of the Problem: (Describe the environment of the root cause)

Materials used:

Tools:

Machines:

Order:

Workstation:

3.) Point of origin

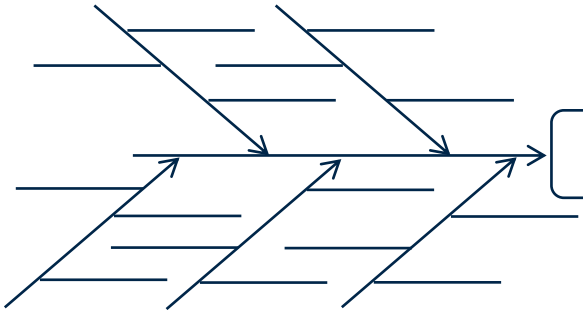
(Which processes can lead to the problem?)

1.
2.
3.
4.
5.
6.
7.
8.
9.
10.

4.) Immediate Actions

Action	Who?
1)	
2)	
3)	

Identify root causes: (What can be changed to avoid occurrence at the main point of origin?)



5.) Experiments to eliminate the root cause

Root cause	Action (What?)	Who?
	1.	
	2.	
	1.	
	2.	
	1.	
	2.	
	1.	
	2.	
	1.	
	2.	

6.) Standardize

Standard updated:

7.) Impact verified?

Process observed:			
Sustainability checked:	Yes ☐ No ☐	Yes ☐ No ☐	Yes ☐ No ☐

due?	Status

Due?	Status

Yes ☐ No ☐