

# Fishbone – Root Cause Analysis

## 1. Details

<b>Originator:</b>				<b>Date</b>			
<b>Source (tick as appropriate)</b>							
<b>Customer</b>		<b>Supplier</b>		<b>Audit</b>		<b>Internal</b>	
<b>Description of the problem:</b>							
<b>Consequences of the problem</b>							
<b>Customer/Supplier Name</b>							
<b>Contact Name</b>				<b>Phone No</b>			
<b>Contact email</b>							
<b>Order Number's</b>				<b>Lot Number's</b>			
<b>Product/materials involved</b>							
<b>Quantity</b>							
<b>BRCGS Clause Ref relating to the issue</b>							
<b>Cost</b>							

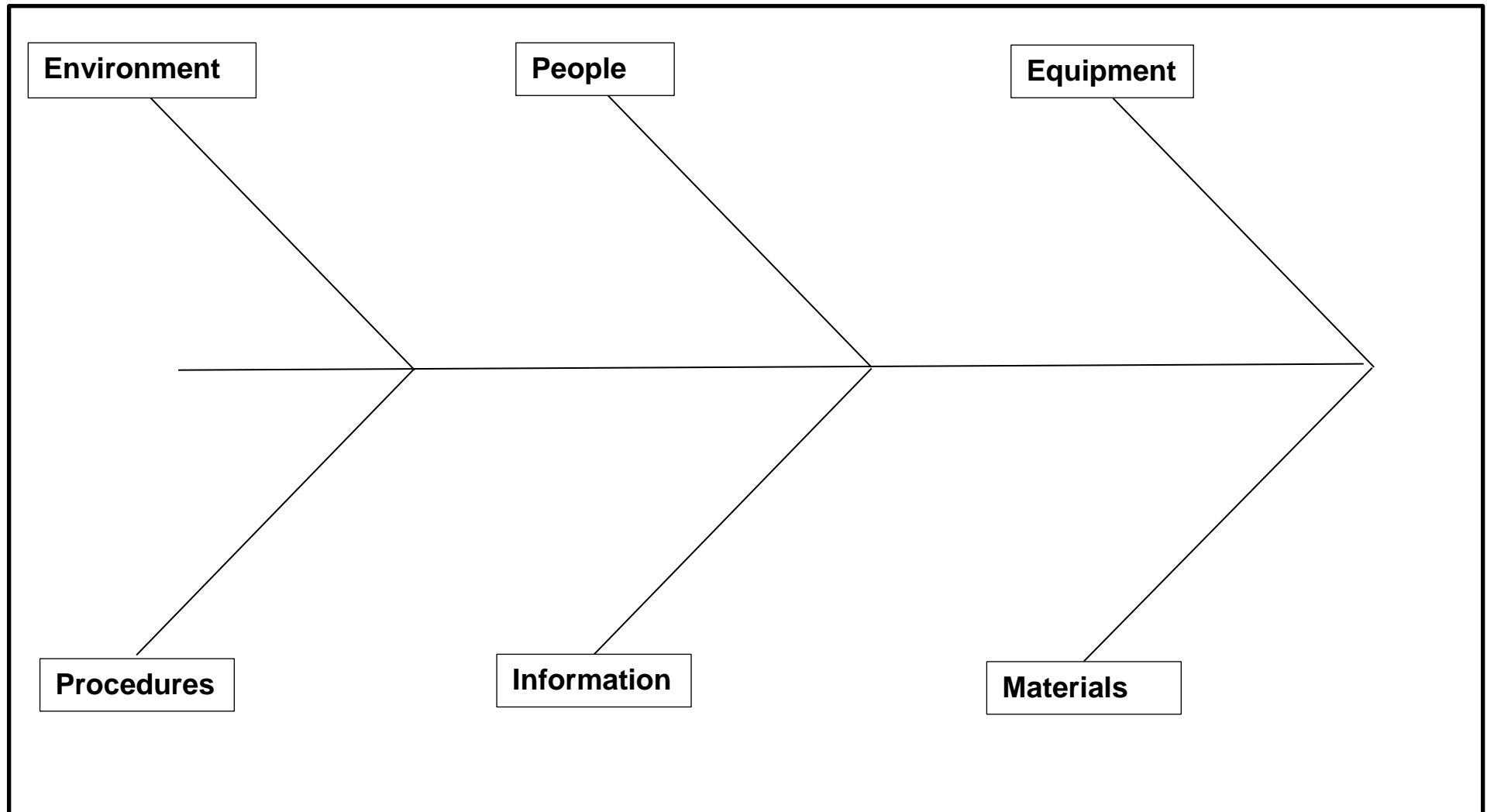
## 2. Corrective action (immediate action)

Ref	Action	Resp person	Due by	Comp date
1				
2				
3				
4				
5				

## 3. Team

Ref	Name	Position	Involvement
1			
2			
3			
4			
5			

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## 4. Fishbone table

Environment	People	Equipment	Procedures	Information	Materials

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## 5. Causal factors/contributing factor

Ref	Causal factors/contributing factor	Physical/Huaman/Organisational/ Contributing factor
1.		
2.		
3.		
4.		
5.		
Root cause		

## 6. Preventive Action Plan

Ref	Countermeasure Required for root cause and where appropriate Causal factors & contributing factor	Resp person	Due by	Comp date
1				
2				
3				
4				
5				

## 7. Ongoing Monitoring

Ref	Monitoring activity	Frequency	Record
1			
2			
3			
4			
5			

## 8. Close out

Signature:

Date:

Position: