

ROOT CAUSE ANALYSIS (RCA) TEMPLATE

This template provides the key stages of a root cause analysis (RCA). Once the cause of a problem has been identified you then define the necessary follow-up actions required to address it. This enables you and your organization to build on and learn from such experiences.

PROJECT TITLE:

DATE:

EVENT DESCRIPTION

TIMELINE LEADING UP TO THE EVENT

Date

Sequence of Events

INVESTIGATIVE TEAM

METHODS USED

FINDINGS

Root Cause Analysis Template

IDENTIFICATION OF ROOT CAUSE

CORRECTIVE ACTION

SPONSOR ACCEPTANCE

Signature

Sponsor Name & Title

Date