

A3 Report

Process Name: _____
 Project Lead: _____
 Department: _____

Stakeholders

Date: _____

1/ Problem Statement

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4/ Cause investigation

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6/ Countermeasures

No	Countermeasure
1	
2	
3	
4	
5	

2/ Break down the problem

Target	
Current	
GAP	
Impact	

5/ Root Cause/ 5 Why

1st Why	
2nd Why	
3rd Why	
4th Why	
5th Why	
Root cause summary:	

7/ Control Plan

Action	Owner	Target Date	Status

3/ Containment Actions

No	Containment
1	
2	
3	
4	
5	

8/ Follow up / Learning

Actions required: _____

Learning points to share: _____