

Root Cause Analysis Loss Report

Report Number	RCA-2024-001	Date	2024-06-12
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1. Incident Details

Date of Incident	2024-06-10
Location	Production Line 2
Description of Loss	Unexpected machine downtime resulted in production halting for 2 hours, causing a loss of 500 units.
Immediate Action Taken	Maintenance team reset the machine and restored normal operation.

2. Impact Assessment

Categories Affected	Production, Delivery Schedule
Estimated Loss	\$3,000

3. Root Cause Analysis

Analysis Method	5 Whys
Root Cause Identified	Insufficient lubrication of the main conveyor bearing due to missed preventive maintenance schedule.

4. Corrective and Preventive Actions

Immediate Correction	Lubricated the affected bearing and checked related equipment.
Long-term Prevention	Revised maintenance schedules and implemented digital reminders for critical tasks.
Responsible Person	Maintenance Supervisor
Target Date	2024-06-20

5. Verification of Effectiveness

Status	Pending review after next scheduled maintenance
Verifier	QA Manager

Important Notes

- This document should provide clear and factual information only.
- Root cause identification must be evidence-based to avoid recurrence.
- Clearly define corrective actions and assign responsibilities with timelines.
- Periodic follow-up is essential to verify the effectiveness of preventive measures.

- Keep this report accessible for internal audits and continuous improvement initiatives.