

# Root Cause Analysis and Recommendation Report

## Report Information

Date	2024-06-15
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Department	Production
Incident Reference	IR-2024-0583

## Incident Description

On 2024-06-12 at 2:30 PM, the production line unexpectedly halted due to a conveyor belt malfunction. As a result, production was delayed for approximately 3 hours, impacting delivery schedules and resulting in overtime costs.

## Immediate Actions Taken

- Production line was stopped and all related machinery powered off for safety.
- Maintenance team was informed and arrived within 15 minutes.
- The affected area was cordoned off and investigated.

## Root Cause Analysis

- Root Cause Identified:** The conveyor belt motor failed due to insufficient lubrication, leading to overheating and eventual breakdown.
- Contributing Factors:**
  - Preventive maintenance for lubrication was overdue by two weeks.
  - Automated maintenance alerts were not configured.
  - Lack of spare parts on site caused delay in repairs.

## Recommendations

- Implement a digital maintenance schedule with automated reminders.
- Train staff to conduct routine lubrication checks weekly.
- Maintain a stock of critical spare parts, including conveyor belt motors, on site.
- Review and update the preventive maintenance procedure every 6 months.

## Action Plan

Action Item	Responsible	Due Date	Status
Set up maintenance alerts system	IT Support	2024-06-30	In Progress
Staff training on lubrication checks	Maintenance Lead	2024-07-05	Pending
Order spare conveyor motors	Procurement	2024-06-20	Completed

## Conclusion

This analysis identifies gaps in the preventive maintenance process and provides actionable recommendations to reduce risk of recurrence. Immediate steps have already been taken to address the incident, and further improvements are scheduled for implementation.

## **Important Notes**

- Root cause analysis should be objective and evidence-based.
- Clearly distinguish between immediate cause and contributing factors.
- All recommendations should be specific, actionable, and assigned to responsible parties.
- Monitor the effectiveness of implemented actions and update the report if needed.
- Maintain confidentiality and only share the document with authorized personnel.