**5 WHYs TEMPLATE**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **DEFINE THE PROBLEM** |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
|   | Define problem here |   |
|   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| **WHY IS THIS A PROBLEM?** |   | **PRIMARY CAUSE** |  |  |  |  |  |  |  |  |  |  |  |   |
|   | Why is it happening? |   |   |   |   |   |   |   |   |   |
| 1 | It is happening because  |   |   |   |
|   |   |   | Why is that? |   |   |   |   |   |   |
|   |   | 2 | It is happening because |   |
|   |   |   |   | Why is that? |   |   |   |   |
|   |   |   | 3 | It is happening because |   |   |   |   |
|   |   | Why is that? |   |   |   |
|   |   | 4 | It is happening because |   |   |
|   |   | Why is that? | **ROOT CAUSE** |   |
|   | **NOTE: If the final "Why" has no controllable solution, return to the previous "Why."** | 5 | It is happening because |   |
|   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| **CORRECTIVE ACTION TO TAKE** |   | **CORRECTIVE ACTION** |   |   |   |   |   |   |   | PARTY RESPONSIBLE |   |
|   | Describe action here |   |   |   |
|   |   | DATE ACTION TO BEGIN |   |
|   |   |   |   |
|   |   | DATE TO COMPLETE |   |
|   |   |   |   |
|   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |