Leader: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_ Time: \_\_\_\_\_\_\_\_\_ Area: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Clarify the Problem** | | | **Go & See** | | | | **Temporary Counter Measure** | | **Rules** | | |
|  | | |  | | | |  | | **DAY 1:** Immediately upon notification of a problem:  Practice Going & Seeing – Immediately Go to the Process “Point of Occurrence” and See the Problem for yourself.  Implement Containment Counter Measures ASAP  Brief plan to your Leader and/or Stakeholders (Consensus Building)  Brief plan at next Improvement Meeting  Determine Root Cause  **END OF WEEK:** Report out on your plan, counter measures, validation and sustainment plan.  **NEXT 90 DAYS:** IF there has been no reoccurrence after 90 days, Tracking can be closed. IF reoccurrence was observed, repeat process to find root cause and develop a better solution. | | |
| **WHY 1** | **WHY 2** | | | **WHY 3** | **WHY 4** | | | **WHY 5** | | **Root Cause** | |
|  |  | | |  |  | | |  | |  | |
| **Counter Measure** | | **Check to Confirm Result** | | | | **Action Required** | | | | | **Closed** |
| OWNER: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |  | | | |  | | | | |  |

**LEGEND:** BEFORE ANDON IS OFF END OF DAY END OF WEEK 90 DAYS Weeks with no reoccurrence: □ □ □ □ □ □ □ □ □ □ □ □ □