FI BASIC TOOLS-5W 1 H AND 5 WHY ANALYSIS

PURPOSE: To find countermeasures against all root causes, thus preventing recurrence
PROCESS: Clarify the situation using 5W1H, keep asking Why until you find the root cause, and then develop actions to prevent reocurrence by attacking the root cause

1. Gathering details about the Loss (5 W 1H)

Name of employees involved in the Loss Analysis:	Date of Loss Analysis:
What thing (or product) did you see the problem on?	**When** did the problem happen? (Write down shift and time)
Where did you see the problem? (area, section of the machine/product, part of the body)	**Who?** ☐ Skill dependent ☐ Skill independent
Which trend did you find? (during continuous run, repeated fom previous shift, at C/O, after start-up, etc)	**How** was the state different from normal? (broken, uneven wear, wrong setting, etc)
Summary of the Phenomenon (write a sentence with all the information coming from the 5W 1H)	

2. Identifying the link to Other Pillars

AM	Was there a F-Tag showing this problem? ☐ Yes ☐ No Do the CIL* Standards identify the problem? ☐ Yes ☐ No *CIL stands for **C**leaning, **I**nspection & **L**ubrication	**T&E/ SHE/ Q**	Was there a correct SOP, OPL, Checklist on how to prevent this problem? ☐ Yes ☐ No

EM **Mechanics/Electricians - Please fill out this section if the loss is a Breakdown**

What system is related to this Breakdown?

☐ Mechanical ☐ Electrical ☐ Hydraulic ☐ Pneumatic ☐ Fasteners

Which one of these 5 reasons to reach Zero Breakdowns is related?

☐ Forced Deterioration ☐ Out of Operating Condition ☐ Lack of Skill
☐ Natural Deterioration ☐ Weak-Point of Design Parts

3. Performing the Root Cause Analysis (5 Why Analysis)

The summary of the phenomenon becomes the first question for the 5Why analysis

1. Why
2. Why
3. Why
4. Why
5. Why

4. Generating the Action Plan

Countermeasure/Action	Who	By When

Test the logic of the final tree - Use of "because test"

•Some questions to be asked:
– Which parts of this equipment are involved/critical?
– What is the function of each part?
– What dimensions are relevant, critical?
– Which materials are involved /critical?
– Which forces/counterforces are relevant, critical?
– Is the process known/described in a Critical Responsibilities/OPL/SOP/Training Checklists?
– Who are the resources on this equipment/process?

•Validate each level of Why?
– Go look, listen, Feel, Smell, ask- "Watch with a purpose"
– Simulate
– Make the fix (Restore) and monitor
– Do the verification on the floor!

Supervisor: Please assign Area Manager that will follow up action completion

☐ Safety ☐ Quality ☐ Production ☐ Maintenance ☐ Logistics ☐ T&E ☐ TPM

QA Follow-up Date received: _____ Date entered: _____ Recipient: _____