

Root Cause Analysis Quality Plan Template

General Information

Project/Process Name	
Team/Department	
Date	
Prepared By	
Reviewed By	

Problem Statement

Background / Context

Data / Evidence Collected

Root Cause Analysis

Tool/Method Used	
Steps Taken	
Identified Root Cause(s)	

Corrective Action Plan

Action Item	Responsible	Due Date	Status

Verification of Effectiveness

Lessons Learned / Recommendations

Prepared By / Date

Approved By / Date