

## Step 4 – Corrective Action Action Planning Checklist

Consider the process used at your organization for deciding on corrective actions:

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1. In the case of a recent failure and RCA, describe how verifying the root cause saved time in the long run.

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2. Which of these stages of corrective action development are already in practice in your organization?
  - a. Confirm the failure's root cause with RCA
  - b. Assemble a team to develop countermeasure ideas
  - c. Review the target outcome performance of the solution
  - d. Prioritize the requirements to meet the technical needs for failure elimination
  - e. Establish values for benefits and efforts
  - f. Objectively compare solution options

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3. Think of 2 failures you've encountered that were either:
  - a. eliminated with a well-managed corrective action process, or
  - b. could have been eliminated more successfully with a process in place

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4. Which countermeasures have you seen implemented that effectively eliminated a failure? (processes, procedures, measurements, testing or observation, equipment or materials, training, maintenance routines, design, other)

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5. Ask to participate on a failure investigation or proactive-measures team. Apply what you've learned about Corrective Actions.
  - a. How did applying an objective process help save resources?
  - b. Which of the stages added the most value?
  - c. What benefits did you discover by using this process instead of not using one?