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

|  |  |  |  |
| --- | --- | --- | --- |
| **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: □ □ □ □ □ □ □ □ □ □ □ □ □