LIFE CYCLE INSTITUTE

Step 1 - Notification
Action Planning Checklist

Consider the notifications and triggers in your organization:

☐ 1. Is there an effective process for identifying and reporting problems at your facility?

☐ 2. When they're necessary, how are notifications typically made?
   a. identified from data analysis
   b. worker(s) reports a potential problem
   c. worker(s) reports an observed problem

☐ 3. In your work, which triggers are most visible? Which are not?

☐ 4. Is there a standard decision tree in place? If not, consider creating one.

☐ 5. Is there a process to periodically review or modify triggers and criteria?

☐ 6. If a systematic process is not already in place, consider reviewing the business case for root cause analysis with your supervisor or manager.

☐ 7. What recommendations for improvements to the current process would you make?