

Step 2 – Clarification/Classification Action Planning Checklist

Consider the clarification/classification systems at your organization:

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1. Is there an effective step-by-step investigation process in place at your facility?

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2. **Failure Mode(s)** show us what isn't right or working the way we expect (e.g., a shaft broke, a bearing locked, a motor shut down). What are some actual failure modes you've observed?

- a.
- b.
- c.

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3. **Failure Codes** help categorize failure modes for historical activity and monitoring trends. Which of these are common in your organization?

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|----------------------------------|-----------------------------------|
| a. faulty design | e. off-design/unintended services |
| b. material defects | f. maintenance deficiencies |
| c. fabrication/processing errors | g. improper operation |
| d. assembly/installation defects | h. normal wear out |

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4. Is there a Root Cause Analysis interview process in place? If not, consider creating one with the **RCA Interview and Evidence Checklist** resource.

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5. What ideas do you have to ensure the investigation team is distinguishing among data, evidence, facts, inferences and opinions?

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6. Think of an occasion when a **related factor** (causal factor, human root, latent root, physical root) was mistaken as a root cause. How do you know?

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7. Is Incident Reporting in place to prepare for an RCA? If not, consider implementing the **Incident Report** form resource.

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8. In cases when an RCA is needed, is there a process for selecting the right team to cover information, operations, M&R and leadership perspectives?