

MISTAKE PROOFING WORKSHEET



What is the error/defect: _____ Frequency: _____

Where was the error discovered: _____

Where was the error made: _____

Process Steps	Red Flags					Root Cause
	Why 1?	Why 2?	Why 3?	Why 4?	Why 5?	
▼						
	Why 1?	Why 2?	Why 3?	Why 4?	Why 5?	
▼						
	Why 1?	Why 2?	Why 3?	Why 4?	Why 5?	
▼						
	Why 1?	Why 2?	Why 3?	Why 4?	Why 5?	
▼						
	Why 1?	Why 2?	Why 3?	Why 4?	Why 5?	
▼						
	Why 1?	Why 2?	Why 3?	Why 4?	Why 5?	

Brainstormed Ideas

Idea 1	Level		
	1	2	3
Idea 2	1	2	3
Idea 3	1	2	3

Person/Team responsible for implementation: _____

Due date: _____