

# 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

### Level

Idea	1	2	3
Idea 1			
Idea 2			
Idea 3			

Person/Team responsible for implementation: \_\_\_\_\_

Due date: \_\_\_\_\_