




Spir Number: QIR Number:	Customer:	Response Due Date:	
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Problem Solving Worksheet

Status


Step	0	1	2	3	4	5	6	7	8
Action	Prepare	Team	Describe	Contain	Diag.	Solve	Validate	Prevent	Wrap

			
Registered problem and Short Term Corrective Action in place in house.	Long Term Corrective Action developed but not implemented.	Long Term Corrective Action implemented. Monitoring/evaluating effectiveness.	Long Term Corrective Action confirmed effective. Problem closed.

0	Prepare for Problem Solving –	Is an Emergency Response Action Needed?
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1	Team Assembled –	Team Goals:
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Department	Name (Team Leader First)	Role in investigation	Responsibility

2A	Visual of Problem
Part Number(s):	
Customer(s):	