

# 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			1	2	3
Idea 2			1	2	3
Idea 3			1	2	3

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

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