



Daily, Weekly, Monthly *'Build in time for Continuous Improvement'*

Name: _____ Dept: _____ Shift: _____ Date: _____

Time	Daily Activity	Schedule							Notes
		Mon /	Tue /	Wed /	Thu /	Fri /	Sat /	Sun /	
Time	Weekly Activity	Notes							
Time	Monthly Activity	Notes							

Barriers / Improvement Notes:

Q1 *'What barriers to success were there, and how do we overcome them?'*

Q2 *'What went well, and how do we repeat the success?'*



Fishbone Root Cause Analysis

1. Start with 'the question' at the head (the effect). E.g. 'Why isn't the product sealed properly?'
2. Put all the inputs (the causes) for the variation on the fishbones.
3. Ask 'Why?' for each cause. (5 Ys for each cause)
4. What options are there for the removal of the variation?
5. Prioritise the options.
6. **Plan** to remove the variation. **Do** the Actions. **Check** the interventions are working. **Act** to embed the new Standard.

