



A3 Problem Solving Report Checklist

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Problem Definition & Background

Ensures the problem is clearly defined, quantified, and its impact understood.

Describe the problem in detail. What is happening?

Write something...

What is the magnitude of the problem? (e.g., defect rate, downtime, cost)

Enter a number...

What is the impact of the problem (e.g., cost, customer satisfaction, safety)?

Enter a number...

When did the problem start or become noticeable?

Enter date...

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Which area/department is affected by the problem?

- ☐ Production
- ☐ Maintenance
- ☐ Quality Control
- ☐ Supply Chain
- ☐ Other

What are the initial observations regarding the problem?

Write something...

Attach any relevant data, charts, or graphs illustrating the problem.

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Current State Analysis (Root Cause Identification)

Verifies a thorough analysis of the current state, including potential root causes and contributing factors.

Describe the problem in detail. Include relevant data points.

Write something...

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What potential contributing factors have been identified?

- ☐ Machine Malfunction
- ☐ Material Variation
- ☐ Process Deviation
- ☐ Operator Error
- ☐ Environmental Factors
- ☐ Other (Specify in LONG_TEXT)

Explain the data and analysis used to determine the problem is significant.

Write something...

What is the current defect rate or error frequency?

Enter a number...

Attach relevant data charts or graphs supporting the problem definition.

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What is the Ishikawa (Fishbone) Diagram or 5-Why Analysis Summary?

Write something...

Describe any process flow diagrams used to visualize the process and identify areas of concern.

Write something...

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Proposed Countermeasures

Confirms that proposed solutions are specific, measurable, achievable, relevant, and time-bound (SMART).

Detailed Description of Proposed Countermeasure(s)

Write something...

Estimated Cost of Countermeasure(s) (USD)

Enter a number...

Which departments/teams are involved in implementation?

- ☐ Production
- ☐ Maintenance
- ☐ Engineering
- ☐ Quality
- ☐ Supply Chain
- ☐ Other (Specify in LONG_TEXT)

Estimated Start Date for Countermeasure Implementation

Enter date...

Estimated Completion Date for Countermeasure Implementation

Enter date...

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Number of Personnel Required for Implementation

Enter a number...

Level of Risk Associated with the Proposed Countermeasure (High/Medium/Low)

☐ High

☐ Medium

☐ Low

Potential Contingency Plans if Countermeasure Fails

Write something...

Implementation Plan

Checks for a detailed plan outlining actions, responsibilities, timelines, and required resources.

Planned Start Date for Countermeasure Implementation

Enter date...

Planned Completion Date for Countermeasure Implementation

Enter date...

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Responsible Department

- ☐ Production
- ☐ Engineering
- ☐ Quality
- ☐ Maintenance
- ☐ Supply Chain

Implementation Priority (High/Medium/Low)

- ☐ High
- ☐ Medium
- ☐ Low

Detailed Steps for Implementation

Write something...

Required Resources (select all that apply)

- ☐ Personnel
- ☐ Equipment
- ☐ Software
- ☐ Materials
- ☐ Training

Responsible Party Signature

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Ensures that the implemented countermeasures were effective and that results are objectively measured and validated.

Target Improvement Metric (e.g., % reduction, units/hour)

Enter a number...

Actual Improvement Metric Achieved

Enter a number...


Improvement Level (vs. Target)

- ☐ Exceeded Target
- ☐ Met Target
- ☐ Slightly Below Target
- ☐ Significantly Below Target

Data/Metrics Used to Verify Results (explain the method)

Write something...

Supporting Data/Charts/Graphs

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Statistical Significance (if applicable)

- ☐ Statistically Significant
- ☐ Not Statistically Significant

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Description of any deviations from expected results and explanations

Write something...

Lessons Learned & Standardization

Confirms that learnings from the problem-solving process are documented and used to prevent recurrence and improve processes.

Summarize key learnings from the problem-solving process.

Write something...

Describe how these learnings will be communicated to relevant teams.

Write something...

Which existing procedures or documents should be updated based on this experience?

- ☐ Standard Operating Procedures (SOPs)
- ☐ Work Instructions
- ☐ Training Materials
- ☐ Control Plans
- ☐ Other (Specify in LONG_TEXT)

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Specify details for any 'Other' selection in previous element.

Write something...

Estimated time saved/cost reduction due to standardization (if applicable).

Enter a number...

Describe any potential risks associated with the countermeasures and how they will be mitigated.

Write something...

Date of next review to ensure sustainability of implemented solutions.

Enter date...

Report Format & Completeness

Verifies that the report adheres to the standard A3 format and includes all necessary elements.

Report Version Number

Enter a number...

Report Title (Clear & Concise)

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Report Creation Date

Enter date...

A3 Template Used (Standardized)

- ☐ Template v1.0
- ☐ Template v1.1
- ☐ Customized Template (Specify)

Briefly describe any deviations from the standard A3 format (if applicable)

Write something...

Report Completed by (Role)

- ☐ Engineer
- ☐ Technician
- ☐ Supervisor
- ☐ Other (Specify)

Report Completer Signature

Supporting Documentation (Graphs, Charts, Photos)

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Checklist**

**Management
Of Change
(MOC)
Checklist**

**Personal
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Equipment
(PPE)
Compliance
Checklist**

**Ergonomic
Assessment
Checklist**

**First
Article
Inspection
(FAI)
Checklist**

**Lockout/Tagout
(LOTO)
Checklist**

**Maintenance
Pre-Startup
Safety
Review
(PSSR)**

**FMEA
(Failure
Mode And
Effects
Analysis)
Checklist**

**Calibration
Checklist**

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