Problem of the Day Worksheet

Please refer to Standard Operating Procedures **SOP0004 – Problem of the Day Worksheet** at
https://ssiconsulting.ca/free-tools/ for instructions and a completed sample Problem of the Day Worksheet.

Company Name		Date	
Department		Number	

What is the problem?

Responsible		Phone	
Participants			

Define the problem *(Which object? / Which defect?)*	**Where was it spotted?** Location in the shop: Location on the product, the machine:
Use an expression such as: "The tank will not come up to the proper temperature after shutdown"	
When did it appear? Crew: Date: Time:	**How much, how many?** How many products? How many breakdowns? How often did it appear?
Who spotted the problem?	**How was it spotted?** Was there a system to prevent it from occuring? YES ☐ NO ☐ Did the system function properly? YES ☐ NO ☐ NA ☐

Immediate Actions to Protect the Customer

Actions	Who	When	Done ?
			q
			q
			q

Was the protection effective?   YES ☐   NO ☐

Comparison With the Standards

MACHINE SETUP	YES	NO
Is there a setup sheet?	☐	☐
Was the setup applied?	☐	☐
Will the correct setup avoid the occurrence of the problem?	☐	☐
Is there a machine parameter linked to the problem?		
-		
-		

PRODUCTS / MATERIALS	YES	NO
Is the incoming product specified?	☐	☐
Was the incoming product conform to specs?	☐	☐
Was the packaging correct?	☐	☐
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STANDARD WORK METHOD	YES	NO
Is there a standard?	☐	☐
Was the standard applied ?	☐	☐
Will the standard avoid the problem?	☐	☐
Is there a key point linked to the problem?		
-		
-		

FLOW AND ENVIRONMENT	YES	NO
- Are the WIP levels respected	☐	☐
- Is FIFO respected?	☐	☐
- Is the zoning respected?	☐	☐
- Are the containment zones properly used?	☐	☐
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-		

Simple problem?   NO ☐   Why?   YES ☐   The root cause is:

Worksheet Continues on Page 2

Problem of the Day Worksheet

This is Page 2 of the Worksheet.

Company Name		Date	
Department		Number	

What is the Problem?

Actions to Correct the Problem, Eliminate the Root Cause			
Actions	Who	When	Done?
			⊕
			⊕
			⊕
			⊕
			⊕
			⊕
			⊕

Was the standard updated? YES ☐ NO ☐

Is the problem solved? Yes ☐ NO ☐

Decision taken: