

A3 Form

Date: _____ **A3 REPORT - PROBLEM SOLVING**

<p>Preparation Team</p> <hr/> <p>I. Theme</p> <hr/> <p>II. Background</p> <hr/> <p>III. Current Condition</p> <hr/> <p>IV. Cause Analysis</p> <hr/>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%; text-align: center;">Required</td> <td style="width: 15%; text-align: center;">Done</td> <td style="width: 15%; text-align: center;">/</td> <td style="width: 15%; text-align: center;">/</td> <td style="width: 15%; text-align: center;">/</td> <td style="width: 15%; text-align: center;">/</td> <td style="width: 15%; text-align: center;">/</td> </tr> <tr> <td colspan="2">Approval:</td> <td style="text-align: center;">V.P.</td> <td style="text-align: center;">G.M.</td> <td style="text-align: center;">GLM</td> <td style="text-align: center;">DLM</td> <td style="text-align: center;">Mgr.</td> <td style="text-align: center;">Orig.</td> </tr> </table> <p>V. Target Condition</p> <hr/> <p>VI. Countermeasure</p> <hr/> <p>VII. Cost/Benefit Analysis</p> <hr/> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th colspan="4" style="text-align: left;">VIII. Implementation Plan</th> </tr> <tr> <th style="width: 25%;">What?</th> <th style="width: 25%;">Where?</th> <th style="width: 25%;">Who?</th> <th style="width: 25%;">When?</th> </tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> </table> <p>IX. Follow-Up</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 50%;">Plan</th> <th style="width: 50%;">Actual Results</th> </tr> <tr> <td> </td> <td> </td> </tr> </table>	Required	Done	/	/	/	/	/	Approval:		V.P.	G.M.	GLM	DLM	Mgr.	Orig.	VIII. Implementation Plan				What?	Where?	Who?	When?																	Plan	Actual Results		
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