


C4 Card

Name:	
Date:	
Shift:	
Department:	
Team Leader/Supervisor:	

Concern (Understand the Current Situation):
Capture the **problem** with a diagram below.



Cross Dept. Coordination: TL/Supervisor
OK as is: _____ See note: _____

Concern (Define the problem):
Who, what, when, where, how



Cause (Root Cause Analysis):
Use the 5 whys to identify the root cause of your problem. Write your responses here.

Why?

Why?

Why?

Why?

Why?

Therefore... 

Countermeasure - Evaluate your solutions.

Circle the appropriate ratings.

Ease	Easy	Medium	Hard	
Cost	\$	\$\$	\$\$\$?
Control	All	Some	Little	?
Effective	Yes	Maybe	No	
Savings	\$\$\$	\$\$	\$?

Countermeasure - Implementation Plan

Action steps	Who	When

Confirm: Has the countermeasure been approved, implemented and standardized?

No Yes Date By whom

Approved:	<input type="checkbox"/>	<input type="checkbox"/>		
Implemented:	<input type="checkbox"/>	<input type="checkbox"/>		
Standardized:	<input type="checkbox"/>	<input type="checkbox"/>		

Countermeasure: Describe your planned solutions here with a chart, picture or diagram if possible.

Confirm: Summarize and share the results in the space below.

Reference #:
