

Supply Chain Disruption Root Cause Analysis Report

1. Report Details

Date:

Prepared by:

Department/Team:

Report Title:

2. Disruption Summary

Description of Disruption:

Date and Time Detected:

Location(s) Impacted:

Products/Services Affected:

Immediate Actions Taken:

3. Impact Assessment

Extent of Disruption:

Stakeholders Affected:

Financial/Operational Impact:

4. Root Cause Analysis

Root Cause(s):

Analysis Methodology (e.g., 5 Whys, Fishbone):

Contributing Factors:

5. Action Plan & Recommendations

| Action Item | Owner | Due Date | Status |
|-------------|-------|----------|--------|
|-------------|-------|----------|--------|

Further Recommendations:

6. Lessons Learned

7. Appendix / Supporting Documents
