A3 Problem Solving Template

1.0 Form Objective & Scope

This A3 Problem Solving Template provides a standardized, one-page framework for documenting and resolving production issues using the PDCA (Plan-Do-Check-Act) cycle. It ensures that problems are clearly defined, root causes are systematically analyzed, countermeasures are implemented, and results are verified. This template satisfies Lean manufacturing and continuous improvement standards by promoting visual management and cross-functional collaboration.

Scope: Use this template for any production or quality issue that requires structured problem solving, such as recurring defects, equipment downtime, safety incidents, or process inefficiencies. It is suitable for team-based problem solving in manufacturing environments.

2.0 Administrative Details

Date of Problem Identification: ____________________

Department/Work Cell: ____________________

Problem Title: ____________________

Team Members Involved: ____________________

A3 Owner (Lead): ____________________

3.0 Audit / Evaluation Matrix

☐ Pass ☐ Fail - Problem statement is specific, measurable, and clearly describes the gap between current and target state.

☐ Pass ☐ Fail - Current condition includes relevant data (e.g., defect rate, downtime minutes) and a visual representation (e.g., graph, chart).

☐ Pass ☐ Fail - Target condition is defined with a clear, quantifiable goal and a deadline.

☐ Pass ☐ Fail - Root cause analysis uses a structured method (e.g., 5 Whys, fishbone diagram) and identifies the true root cause.

☐ Pass ☐ Fail - Countermeasures are directly linked to the root cause and include specific actions, owners, and due dates.

☐ Pass ☐ Fail - Check/Verification plan defines how and when results will be measured to confirm effectiveness.

☐ Pass ☐ Fail - Follow-up actions are documented for standardizing successful countermeasures or escalating unresolved issues.

☐ Pass ☐ Fail - All sections are completed with clear, concise language and are understandable by anyone reviewing the A3.

4.0 Corrective Actions & Development Plan

Root Cause (from analysis): ____

Countermeasure Description: ____

Action Owner: ____

Due Date: ____

Status (e.g., Not Started, In Progress, Complete): ____

Verification Results (actual vs. target): ____

Lessons Learned / Standardization Notes: ____

5.0 Sign-off & Authorization

A3 Owner Signature: __________________________ Date: ____________

Supervisor/Manager Signature: __________________________ Date: ____________

Date of Final Review: __________________________ Date: ____________

Regulatory Disclaimer: This document is a generic quality and continuous improvement form. The end-user assumes all liability for validating all parameters against organizational standards before implementation.