RCA Close-Loop Checklist

Every RCA produces an action list. Ninety percent of plants never implement half of the actions. This checklist is how the other ten percent do it.

Companion to: *Fix the System*, Chapter 16. **Who uses it:** the RCA owner (the reliability engineer, senior tech, or planner who led the session). **When:** filled out at the end of each RCA session. Follow-up verifications at 60 days and at 6 months. **Why this exists:** the single largest failure mode of RCA programs is running good sessions and then never implementing the corrective actions. The list sits in a folder for six months and dies. This checklist is the gate between "RCA completed" and "RCA closed." Nothing closes without the 60-day and 6-month verifications.

Part A — At the session (day 0)

Fill out at the end of the RCA facilitation session, before anyone leaves the room.

RCA ID: ____________________

Asset tag: ____________________

Failure code under investigation: ____________________

Session date: ____________________

Owner: ____________________

Facilitator: ____________________

Attendees: (name + role)

1. ____ 2.
____ 3.
____ 4.
____ 5.
____ 6.
____ 7.
____

Required roles (check that each is represented)

- ☐ Technician who has done the repair most often
- ☐ Operator who runs the asset
- ☐ Planner who schedules the PM
- ☐ Reliability engineer
- ☐ Area supervisor

If any required role is missing, the session should have been rescheduled. Document why it proceeded anyway: ______________________________

Root causes identified (from the 5 Whys chain, Fishbone, or FMEA output)

1. ____ 2.
____ 3.
____ 4.
____

Corrective actions assigned

Every corrective action falls into one of four channels. Log each action with its channel.

#	Action description	Channel (PM / CBM / SOP / Design)	Owner	Deadline
1				
2				
3				
4				
5				
6				
7				
8				

Channel key:

- **PM** — PM procedure update (rewrite, new task, frequency change). Feeds into Chapter 15 PM Compliance Recovery.
- **CBM** — Condition-based monitoring install (sensor, threshold, alert). Feeds into Chapter 22 / Playbook 8.
- **SOP** — Operating procedure change, training, operator action. Operations signs off.
- **Design** — Design change, spec change, spare-part substitution. Engineering owns.

Verification dates (assign at session)

- **60-day check date:** ____________________
- **6-month check date:** ____________________
- **Verification owner:** ____________________ *(often the RCA owner; may be delegated to the planner)*

Sign-off at session close

Role	Name	Signature
RCA owner		

Facilitator		
Asset area supervisor		

Part B — 60-day verification check

Completed on the 60-day check date.

Check completed on: ______________________ By: ______________________

For each corrective action from Part A, mark the implementation status:

#	Action	Status (Implemented / In-progress / Blocked / Abandoned)	Evidence (document, procedure rev, PO number, etc.)	Blocker if applicable
1				
2				
3				
4				
5				
6				
7				
8				

Summary:

- Actions implemented: ______ of ______
- Actions in-progress with revised deadline: ______ (list action numbers: ___________)
- Actions blocked — escalated to plant manager: ______ (list action numbers: ___________)
- Actions abandoned — documented reason: ______ (list action numbers: ___________)

Asset status at 60-day check

- ☐ Asset has not failed under the same failure code since the RCA.
- ☐ Asset has failed under the same failure code since the RCA. -> **Re-open the RCA.** Document on next page. Root cause was not addressed.
- ☐ Asset has failed under a different failure code since the RCA. -> Log as new entry for future watch-list build.

Sign-off (60-day):

Role

Name	Signature	Date	
Verification owner			
RCA owner (if different)			

Blocked actions — plant-manager escalation:

Any action that was blocked at 60-days gets escalated to the plant manager. Attach this page to the next weekly report.

Part C — 6-month recurrence verification

Completed on the 6-month check date.

Check completed on: ______________________ By: ______________________

Asset recurrence check

Pull the WO history for the asset since the RCA session date.

- **Total WOs since RCA:** ______
- **WOs under the same failure code:** ______
- **WOs under related failure codes (same subsystem):** ______

Verdict

- ☐ **No recurrence.** Zero WOs under the same failure code. The root cause was correctly identified and the corrective actions held. RCA closes.
- ☐ **One recurrence, cause identified.** One WO under the same code, investigation shows a different root cause than the one we addressed (e.g., a new failure mode emerged). Log as new watch-list entry. RCA closes on the original cause; new RCA scheduled on the new cause.
- ☐ **Multiple recurrences — corrective action failed.** Two or more WOs under the same code. Root cause was mis-identified or actions were insufficient. **RCA does NOT close. Re-open for a second RCA session with the benefit of the additional data.**

Supporting evidence

- ☐ All Part A actions listed as Implemented in Part B have been verified as still in effect (the procedure revision still shows in the CMMS, the CBM sensor still reports, the SOP is in the current binder).
- ☐ MTBF trend on the asset since the RCA: improving / flat / degrading (circle one).
- ☐ Operator and tech interview at 6 months: has the fix held from the floor's perspective? Y / N. Notes: ______________________

Sign-off (6-month close)

Role	Name	Signature	Date
Verification owner			
RCA owner			
Reliability engineer (if different)			
Area supervisor			

Final disposition:

- ☐ **CLOSED — no recurrence.** RCA filed as complete. Asset removed from watch list.
- ☐ **CLOSED — new cause logged.** Asset stays on watch list under the new failure code.
- ☐ **RE-OPENED.** Return to Part A for a second investigation.

What to avoid

- **Closing the RCA at 60 days.** The 6-month check is where half the recurrences show up. Premature close is the #2 failure mode of RCA programs (after "never implementing the actions"). Hold the close.
- **Treating "Implemented" as the finish line.** Implementation is necessary but not sufficient. The 6-month recurrence check is what verifies the implementation actually addressed the cause.
- **Letting abandoned actions slide without documentation.** If an action was abandoned, the reason goes in writing. This is how the program learns which channels work and which do not.
- **Skipping the operator interview at 6 months.** Data alone can lie. The operator knows whether the fix held on the floor. Ask.
- **Accepting "we think it's better" as close.** MTBF data, WO count data, or both. No vague confirmations.

End of checklist. File with the RCA session packet. Archive after final close.