## 5 Whys Template

21 Feb 2023 / Project Scrutiny / Brianna Newman

<table>
<thead>
<tr>
<th>Score</th>
<th>Score 0%</th>
<th>Flagged items</th>
<th>0</th>
<th>Actions</th>
<th>Complete</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Site conducted</strong></td>
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</tr>
<tr>
<td><strong>Project Name</strong></td>
<td></td>
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<td></td>
<td>Project Scrutiny</td>
</tr>
<tr>
<td><strong>Team Manager</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Brianna Newman</td>
</tr>
<tr>
<td><strong>Location</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>46 Prince St., Harrison, New South Wales 2460</td>
</tr>
<tr>
<td><strong>Conducted on</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>21.02.2023 11:00 PST</td>
</tr>
</tbody>
</table>
### Actions

<table>
<thead>
<tr>
<th>Inspection / 5 Whys / WHY / WHY 5</th>
<th>3 actions</th>
</tr>
</thead>
</table>

**Is this the root cause of the problem?**

<table>
<thead>
<tr>
<th><strong>Complete</strong></th>
<th><strong>Assignee</strong> SafetyCulture Staff</th>
<th><strong>Priority</strong> Low</th>
<th><strong>Due</strong> 28.02.2023 11:57 PST</th>
<th><strong>Created by</strong> SafetyCulture Staff</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Remind each team member for the next meeting</strong></td>
<td></td>
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<tr>
<td><strong>Invite process manager</strong></td>
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<tr>
<td><strong>Look for digital inspection apps</strong></td>
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</table>
Define the problem.

There is a significant decline in the revenue of our company.

To answer why this problem occurred, tap add WHY.

**WHY**

**WHY 1**

Why did this problem occur?

Most of our stores experience stock loss.

Is this the root cause of the problem? No

Tap ADD WHY.

**WHY 2**

Why did this problem occur?

Data from inventory reports are overlooked.

Is this the root cause of the problem? No

Tap ADD WHY.

**WHY 3**

Why did this problem occur?

The turnaround of reports is slow.

Is this the root cause of the problem? No

Tap ADD WHY.

**WHY 4**

Why did this problem occur?

It is tedious to complete paperwork.

Is this the root cause of the problem? No

Tap ADD WHY.
WHY 5

Why did this problem occur?

Inventory audits using pen and paper are inefficient.

Is this the root cause of the problem? Yes

1. Complete | Assignee SafetyCulture Staff | Priority Low | Due 28.02.2023 11:57 PST | Created by SafetyCulture Staff
   Remind each team member for the next meeting

2. Complete | Assignee SafetyCulture Staff | Priority Low | Due 28.02.2023 11:57 PST | Created by SafetyCulture Staff
   Invite process manager

3. Complete | Assignee SafetyCulture Staff | Priority Low | Due 28.02.2023 11:56 PST | Created by SafetyCulture Staff
   Look for digital inspection apps

Provide a solution to this problem.

Use a digital inspection app to streamline inventory audits and reporting.

Completion

Additional Suggestions

Let’s use the 5 whys more often!

Full Name and Signature of Team Manager

Brianna Newman
21.02.2023 11:58 PST

To list all the 5 whys participants, tap ADD TEAM MEMBER.

TEAM MEMBER

TEAM MEMBER 1

Full Name and Signature of Team Member

Oscar Favenc
21.02.2023 11:58 PST
TEAM MEMBER 2

Full Name and Signature of Team Member

Luca Bussell
21.02.2023 11:58 PST

TEAM MEMBER 3

Full Name and Signature of Team Member

Grace Skelton
21.02.2023 11:58 PST