



# **WHAT ARE RESPONSIBILITY, TARGET COMPLETION DATES AND ACTIONS TAKEN?**

# RESPONSIBILITY & TARGET COMPLETION DATES

Business Function	Process step	Potential failure mode	Responsibility (target date)	Actions taken
Which Functional Department?	What is the step?	In what ways can the step go wrong?	Who is responsible for the recommended action? What date should it be completed by?	What were the actions implemented? Include completion month/year (then recalculate resulting RPN).

**THE INDIVIDUAL OR GROUP RESPONSIBLE FOR THE RECOMMENDED ACTIONS AND THE TARGET COMPLETION DATE SHOULD BE ENTERED AS REFERENCE FOR FUTURE DOCUMENT USERS**

# ACTIONS TAKEN

Business Function	Process step	Potential failure mode	Responsibility (target date)	Actions taken
Which Functional Department?	What is the step?	In what ways can the step go wrong?	Who is responsible for the recommended action? What date should it be completed by?	What were the actions implemented? Include completion month/year (then recalculate resulting RPN).

**AFTER AN ACTION HAS BEEN IMPLEMENTED, A BRIEF DESCRIPTION OF THE ACTUAL ACTION AND ITS EFFECTIVE DATE SHOULD BE ENTERED**

# ACTIVITY: CREATE YOUR FMEA

**FOR YOUR FMEA, DOCUMENT THE RESPONSIBILITY, TARGET COMPLETION DATES AND ACTIONS TAKEN**