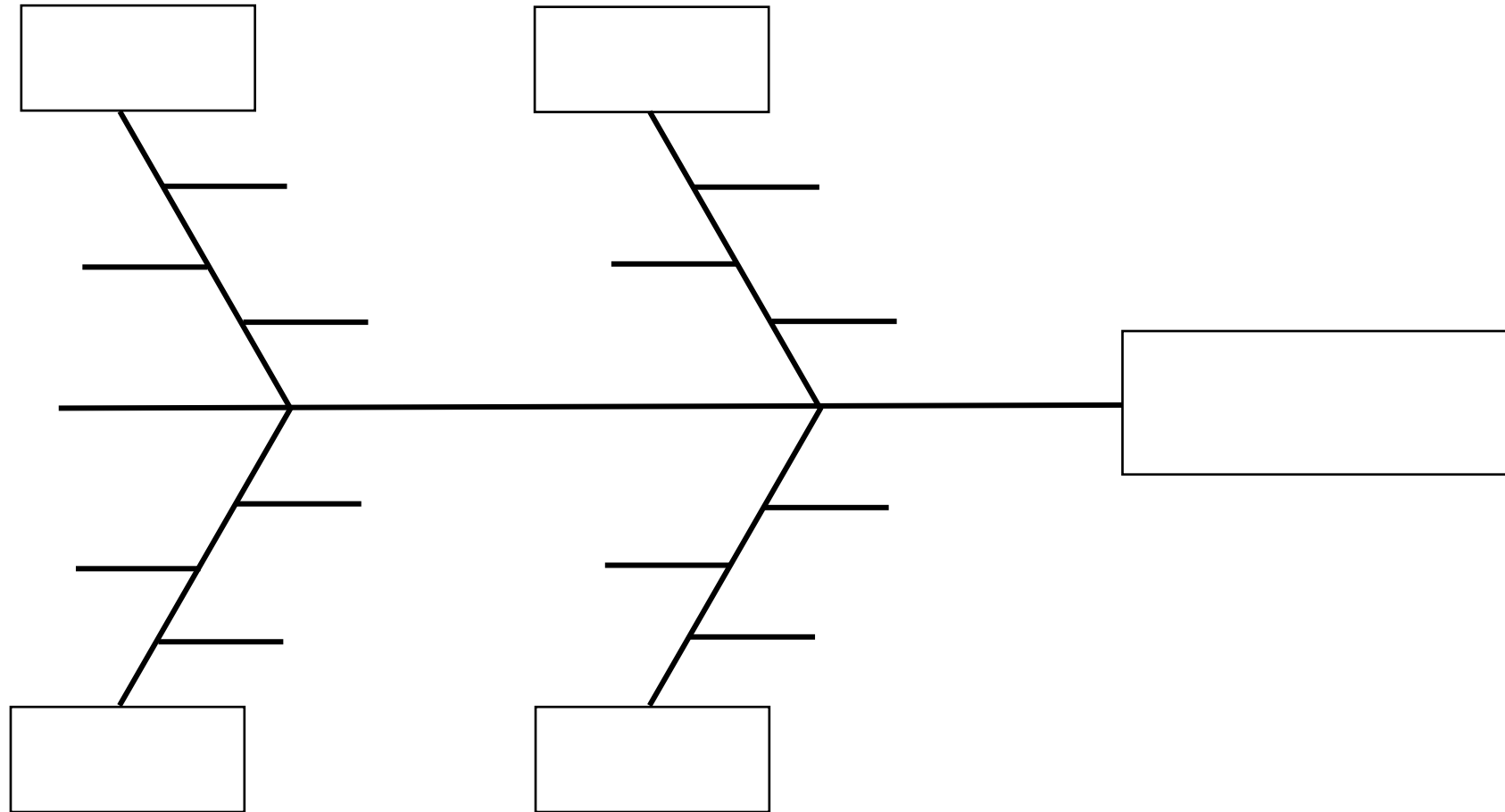


# The Cause and Effect Worksheet

<b>Organisation :</b>	<b>Operation :</b>	<b>Analyst :</b>	<b>Date :</b>
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**How to use the worksheet :**

1. Select the four “P”s (people, procedures, policies, plant) or the four “M”s (manpower, methods, machinery, media) or tailor the branches of the diagram.
2. Use a team knowledgeable of the operation to develop causal factors for each branch.
3. Can be used as a positive or negative diagram.