**Failure Mode Effects Analysis (FMEA) – Template**

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| **1. Form an analysis group comprised of employees representing different functions of the organisation. Come to an agreement regarding the boundaries of product or process under examination and its constituent phases or characteristics.** | |
| **Boundaries** | **Constituent phases/characteristics** |
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| 2. Click or tap here to enter text. |
| 3. Click or tap here to enter text. |
| 4. Click or tap here to enter text. |
| 5. Click or tap here to enter text. |

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| **2. Identify ‘failure modes’ by anticipating what could go wrong or contemplating worst case scenarios.** |
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| **3. Diagnose the root cause of these failures.** |
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| **4. Specify the effects or consequences of these failures.** |
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| **5. Prioritise the criticality of these failures on the basis of their effects.** |
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| **6. Brainstorm potential responses to identified failures. These may include adaptations or contingency plans.** |