

FMEA Matrix Document Template



Failure Mode and Effects Analysis (FMEA)

System / Item / Process Step	Potential Failure Mode	Potential Failure Effects	Severity	Causes	Occurrence	Current Controls	Detection	RPN	Recommended Actions
Name, ID number, etc.	How could the system / item / process potentially fail?	Consequential impact on other systems, departments, etc.		All contributing factors		Prevention / Detection		Risk Priority Number	Steps required to reduce severity, occurrence, and detection

Severity	Rates the impact of a failure on a scale from 1 to 10. Higher scores indicate more serious effects on the system or process.
Occurrence	Measures how frequently a failure happens on a scale from 1 to 10. Higher scores reflect more common failures.
Detection	Assesses the likelihood that existing controls will catch the failure on a scale from 1 to 10. Higher scores indicate less likely detection.
RPN	Calculate the overall risk by multiplying severity, occurrence, and detection scores. Higher RPNs signal more urgent issues that require attention.



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