**FMEA Matrix Document Template**Failure Mode and Effects Analysis (FMEA)

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| 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 |
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| 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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