**[A blue and white sign

Description automatically generated](https://www.smartsheet.com/try-it?trp=12192&utm_source=template-word&utm_medium=content&utm_campaign=FMEA+Matrix+Document+Template-word-12192&lpa=FMEA+Matrix+Document+Template+word+12192)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. | |

|  |
| --- |
| **DISCLAIMER**  Any articles, templates, or information provided by Smartsheet on the website are for reference only. While we strive to keep the information up to date and correct, we make no representations or warranties of any kind, express or implied, about the completeness, accuracy, reliability, suitability, or availability with respect to the website or the information, articles, templates, or related graphics contained on the website. Any reliance you place on such information is therefore strictly at your own risk. |