

A3 Single Point Lesson (SPL)

Topic: **A3 Thinking And The Use Of The A3 Form**

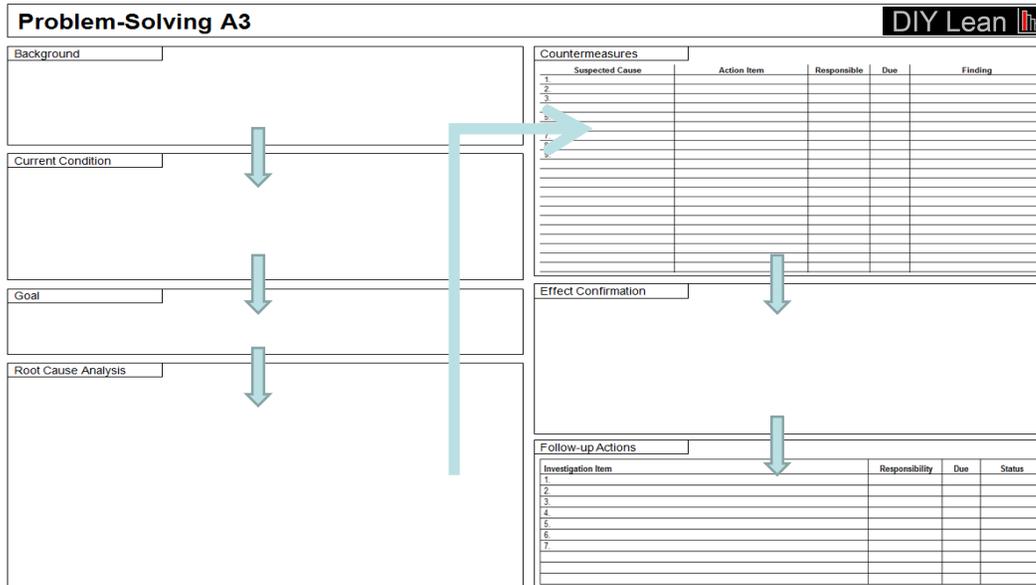
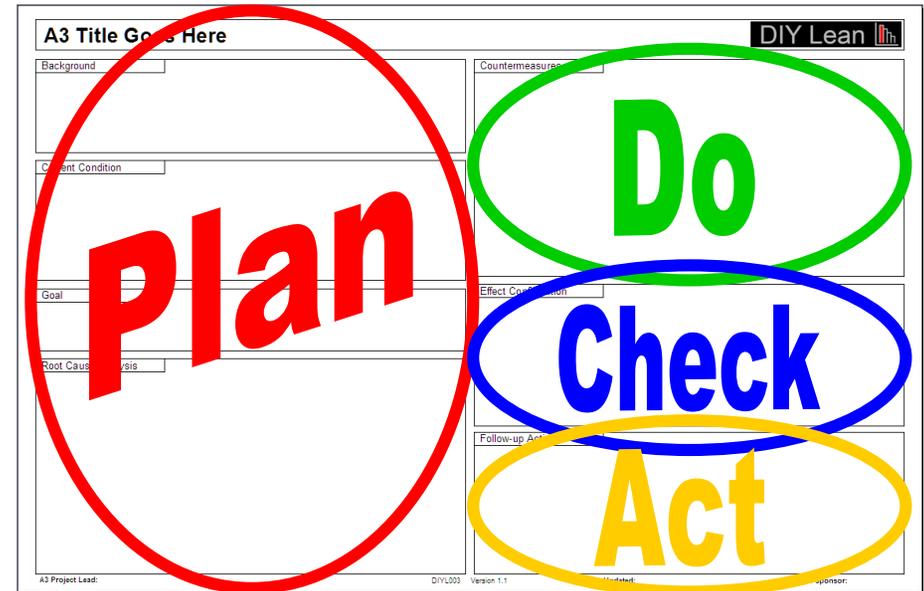
Who To: **Everyone**

Basic Knowledge

Summary: The A3 form's purpose is to document and show, on one page, the results from the PDCA cycle (Plan, Do, Check, Act).

The A3 template is a guideline for addressing root causes of problems in the workplace in a rigorous and systematic way. It can also be used as a project status report.

The A3 is a lean tool pioneered by Toyota.



Problem-Solving A3 DIY Lean 

The form is divided into two columns. The left column contains: Background, Current Condition, Goal, and Root Cause Analysis. The right column contains: Countermeasures, Effect Confirmation, and Follow-up Actions. Blue arrows indicate a downward flow from Background to Current Condition to Goal to Root Cause Analysis. A large blue arrow points from the Root Cause Analysis section to the Countermeasures table. The Countermeasures table has columns for Suspected Cause, Action Item, Responsible, Due, and Finding. The Follow-up Actions table has columns for Investigation Item, Responsibility, Due, and Status.

