

**Cotton Innovations Ltd
Process or Product Training
Failure Modes and Effects Analysis (FMEA)**

Process or Product Name:	CI Ltd training on and off site
Responsible:	Trainer and facilitator

Prepared by: Brad Cotton	Page 1 ____ of 1 ____
FMEA Date (Orig) 27th April 2012 (Rev) 1.0 (One. zero)	

Process Step	Key Process Input	Potential Failure Mode	Potential Failure Effects	S E V	Potential Causes	O C C U R R E N C E	Current Controls	D E T	R P N	Actions Recommended	Resp.	Actions Taken	S E V	O C C	D E T	R P N		
What is the process step	What is the Key Process Input?	In what ways does the Key Input go wrong?	What is the impact on the Key Output Variables (Customer Requirements) or internal requirements?	How Severe is the effect to the customer?	What causes the Key Input to go wrong?	How often does it occur or is it local?	What are the existing controls and procedures (inspection and test) that prevent with the cause or the Failure Mode? Should include an SOP number.	How well can you detect causes for RPN?		What are the actions for reducing the occurrence of the Cause, or improving detection? Should have actions only on high RPNs or easy fixes.	Whose Responsible for the recommended action?	What are the completed actions taken with the recalculated RPN? Be sure to include completion month/year						
On CI Ltd site training	Personal Injury due to poorly maintained facilities	Slips, trips, falls		3	Table Wires to extension leads trailing over floor	6	Wires for table extensions under wire tunnels	3	54	Inspect room before use. Use hazard tape or cable protectors over wires	Tutor / Facilitator	Prior to each class	3	2	1	6		
				3	Damaged or broken chair	3	Chair reported as damaged to Office Manager	3	27	Inspect room before use. Remove damaged or broken chairs prior to class	Tutor / Facilitator	Prior to each class	3	2	1	6		
				3	Damaged or broken furniture	3	Damage reported to Office manager	3	27	Inspect room before use. Remove and replace before class	Tutor / Facilitator	Prior to each class	3	2	1	6		
		Grazes and minor cuts		5	Sharp edges on furniture	3	Damage reported to Office manager	3	45	Inspect room before use. Report, remove or make good sharp edges with tape before class	Tutor / Facilitator	Prior to each class	5	2	1	10		
				5	Damaged or broken chair	3	Damage reported to Office manager	3	45	Inspect room before use. Remove damaged or broken chairs prior to class	Tutor / Facilitator	Prior to each class	5	2	1	10		
				5	Damaged or broken furniture	3	Damage reported to Office manager	3	45	Inspect room before use. Remove damaged or broken chairs prior to class	Tutor / Facilitator	Prior to each class	5	2	1	10		
				7	Slipping on stair case	3	Liquid on stairs	5	105	Inspect stair well before use. Request attendees to use the handrail and not carry drinks on the stairs	Tutor / Facilitator	Prior and during to each class	7	2	1	14		
		Damaged Limb or entrapment		8	Sharp edges on furniture	3	Damage reported to Office manager	3	72	Inspect room before use. Report, remove or make good sharp edges with tape before class	Tutor / Facilitator	Prior to each class	8	2	1	16		
				8	Damaged or broken chair	3	Damage reported to Office manager	3	72	Inspect room before use. Remove damaged or broken chairs prior to class	Tutor / Facilitator	Prior to each class	8	2	1	16		
				8	Damaged or broken furniture	3	Damage reported to Office manager	3	72	Inspect room before use. Remove damaged or broken chairs prior to class	Tutor / Facilitator	Prior to each class	8	2	1	16		
		Death	Falling down stairwell	10	Slipping on stair case	3	Liquid or other foreign bodies on stair treads	3	90	Inspect stair well before use. Remove foreign objects. Request attendees to use the handrail and not carry drinks on the stairs	Tutor / Facilitator	Prior and during to each class	10	2	1	20		
			Electricution	10	Poorly maintained sockets	3	Damage reported to Office manager and site facilities	3	90	Inspect room before use. Report to Facilitators Maintenance and do not use.	Tutor / Facilitator	Prior to each class	10	2	1	20		
		Eyestrain Headaches	Insufficient lights	3	Poorly maintained overhead lighting	3	Report to site facilities	3	27	Inspect room before use. Report to Facilitators Maintenance for replacement lighting	Tutor / Facilitator	Prior to each class	3	2	1	6		
			Flickering lights	3	Poorly maintained overhead lighting	3	Report to site facilities	3	27	Inspect room before use. Report to Facilitators Maintenance for replacement lighting	Tutor / Facilitator	Prior to each class	3	2	1	6		
		Light induced fit or seizer	Lack of medication	7	Delegate forgotten medication	3	Report to site facilities	3	63	Ensure all medical details are understood and exceptions given to delegates who need time to administer medicine	Tutor / Facilitator	Prior to each class	7	2	1	14		
			Flickering lights	7	Poorly maintained overhead lighting	3	Report to site facilities	3	63	Inspect room before use. Report to Facilitators Maintenance for replacement lighting	Tutor / Facilitator	Prior to each class	7	2	1	14		
		CI Ltd on Client site	Personal Injury due to poorly maintained facilities	Slips, trips, falls		3	Table Wires to extension leads trailing over floor	6	Wires for table extensions under wire tunnels	3	54	Inspect room before use. Use hazard tape or cable protectors over wires	Tutor / Facilitator	Prior to each class	3	2	1	6
						3	Damaged or broken chair	3	Chair reported as damaged to Office Manager	3	27	Inspect room before use. Remove damaged or broken chairs prior to class	Tutor / Facilitator	Prior to each class	3	2	1	6
						3	Damaged or broken furniture	3	Damage reported to Office manager	3	27	Inspect room before use. Remove and replace before class	Tutor / Facilitator	Prior to each class	3	2	1	6
				Grazes and minor cuts		5	Sharp edges on furniture	3	Damage reported to Office manager	3	45	Inspect room before use. Report, remove or make good sharp edges with tape before class	Tutor / Facilitator	Prior to each class	5	2	1	10
				5	Damaged or broken chair	3	Damage reported to Office manager	3	45	Inspect room before use. Remove damaged or broken chairs prior to class	Tutor / Facilitator	Prior to each class	5	2	1	10		
				5	Damaged or broken furniture	3	Damage reported to Office manager	3	45	Inspect room before use. Remove damaged or broken chairs prior to class	Tutor / Facilitator	Prior to each class	5	2	1	10		
				7	Slipping on stair case	3	Liquid on stairs	5	105	Inspect stair well before use. Request attendees to use the handrail and not carry drinks on the stairs	Tutor / Facilitator	Prior and during to each class	7	2	1	14		
Damaged Limb or entrapment				8	Sharp edges on furniture	3	Damage reported to Office manager	3	72	Inspect room before use. Report, remove or make good sharp edges with tape before class	Tutor / Facilitator	Prior to each class	8	2	1	16		
				8	Damaged or broken chair	3	Damage reported to Office manager	3	72	Inspect room before use. Remove damaged or broken chairs prior to class	Tutor / Facilitator	Prior to each class	8	2	1	16		
				8	Damaged or broken furniture	3	Damage reported to Office manager	3	72	Inspect room before use. Remove damaged or broken chairs prior to class	Tutor / Facilitator	Prior to each class	8	2	1	16		
Death	Falling down stairwell			10	Slipping on stair case	3	Liquid or other foreign bodies on stair treads	3	90	Inspect stair well before use. Remove foreign objects. Request attendees to use the handrail and not carry drinks on the stairs	Tutor / Facilitator	Prior and during to each class	10	2	1	20		
	Electricution			10	Poorly maintained sockets	3	Damage reported to Office manager and site facilities	3	90	Inspect room before use. Report to Facilitators Maintenance and do not use.	Tutor / Facilitator	Prior to each class	10	2	1	20		
Eyestrain Headaches	Insufficient lights			3	Poorly maintained overhead lighting	3	Report to site facilities	3	27	Inspect room before use. Report to Facilitators Maintenance for replacement lighting	Tutor / Facilitator	Prior to each class	3	2	1	6		
	Flickering lights			3	Poorly maintained overhead lighting	3	Report to site facilities	3	27	Inspect room before use. Report to Facilitators Maintenance for replacement lighting	Tutor / Facilitator	Prior to each class	3	2	1	6		
Light induced fit or seizer	Lack of medication			7	Delegate forgotten medication	3	Report to site facilities	3	63	Ensure all medical details are understood and exceptions given to delegates who need time to administer medicine	Tutor / Facilitator	Prior to each class	7	2	1	14		
	Flickering lights			7	Poorly maintained overhead lighting	3	Report to site facilities	3	63	Inspect room before use. Report to Facilitators Maintenance for replacement lighting	Tutor / Facilitator	Prior to each class	7	2	1	14		