FMEA Module User Questions - Step-by-Step Tasks

FMEA Creation and Setup

How to copy an FMEA template to a site?

1. Click on FMEA module
2. Click on "Templates"
3. Select the active template (e.g., "Generic IT Infrastructure FMEA")
4. Click on "Create Site FMEA"
5. Select your target site
6. Click "Copy"

How to update FMEA header information?

1. Click on your FMEA (draft status)
2. Click on "Edit" or header section
3. Remove default team members
4. Add local team members (IT, logistics, production)
5. Update owner (should be IT manager)
6. Update approver (should be plant manager)
7. Save changes

How to upload updated scope document?

1. Click on your FMEA
2. Go to attachments section
3. Click "Upload file"
4. Select your updated Excel file with component chart
5. Click "Upload"

PDCA Management

How to access PDCA actions?

1. Click on your FMEA
2. Click on "View PDCA"
3. Review all actions listed

How to close a PDCA action?

1. Click on "View PDCA"
2. Click on specific action
3. Update progress to 100%
4. Add completion details
5. Save action

How to update action pilot/owner?

1. Click on "View PDCA"
2. Click on specific action
3. Change pilot from "admin" to actual person
4. Update due date if needed
5. Save changes

How to set all actions to PDCA owner?

1. Click on "View PDCA"
2. Click on "Set action to PDCA owner" button
3. Confirm selection

FMEA Publishing and Approval

How to publish an FMEA?

1. Click on your FMEA (draft status)
2. Click "Publish" button
3. Confirm publication
4. Status changes to "To be approved"

How to approve an FMEA (for plant managers)?

1. Click on FMEA link in email notification
2. Review FMEA content
3. Click "Approve" button
4. Add approval comment (optional)
5. Save approval

How to reject an FMEA (for plant managers)?

1. Click on FMEA link in email notification
2. Review FMEA content
3. Click "Reject" button
4. Add rejection comment
5. Save rejection

FMEA Revisions

How to create a new FMEA revision?

1. Click on your active FMEA
2. Click "Create new revision" button
3. New revision #2 is created automatically
4. Continue working on draft revision

How to view different FMEA revisions?

1. Click on your FMEA
2. Click on "Revisions" tab
3. Select revision number to view
4. Active vs draft revisions are clearly marked

Excel Export and Analysis

How to download FMEA as Excel?

1. Click on your FMEA
2. Click "Download as Excel" button
3. Excel file with all pages is generated

How to use Excel analysis functions?

1. Download Excel file
2. Go to "FMEA Analysis" page
3. Click on scenario code
4. Click "Get details on score"
5. Review severity, occurrence, detection explanations

How to get all action details in Excel?

1. Open downloaded Excel file
2. Go to "Page 5 Analysis"
3. Click "Get all action details" button
4. Wait for processing
5. Review updated descriptions and layout

How to synchronize action priorities in Excel?

1. Open downloaded Excel file
2. Go to "Page PDCA"
3. Click "Set action priority based on scenario"
4. High priority actions are automatically identified

Scenario Management

How to view scenario details?

1. Click on your FMEA
2. Click on specific scenario code
3. Review operation, mode, effect
4. Check mitigation options
5. Review current scores

How to navigate from PDCA action to scenario?

1. Click on "View PDCA"
2. Click on specific action
3. Click on linked scenario number at bottom
4. Navigate directly to scenario view

How to add custom scenario?

1. Click on your FMEA
2. Click "Add scenario" button
3. Define operation, mode, effect
4. Set severity, occurrence, detection scores

Save new scenario .5

Advanced Features

How to add custom mitigation action?

Click on specific scenario .1

Click "Add mitigation option" .2

Define new action description .3

Set score reduction values (e.g., 1-1-1) .4

Link to PDCA action .5

Save mitigation option .6

How to create custom PDCA action?

Click on "View PDCA" .1

Click "Add action" .2

Define action description .3

Set pilot and due date .4

Save action .5

How to check required FMEAs for a site?

Click on FMEA module .1

Click "Show required FMEA" .2

Review mandatory FMEAs based on site attributes .3

Copy required templates to site .4

User Management

How to add team members to FMEA?

Go to Administration > User Management .1

Click "Create user" .2

Add user details .3

Assign appropriate role .4

Save user .5

How to assign plant manager approval rights?

1. Go to Administration > User Management
2. Find plant manager user
3. Assign "Plant Management" role
4. Save changes

Templates and Versions

How to view available FMEA templates?

1. Click on FMEA module
2. Click on "Templates"
3. Filter by "Active" status only
4. Review available templates (IT Infrastructure, MII, MESIG, EVM)

How to synchronize with new template version?

1. New template version becomes available
2. Copy new template to site
3. Synchronization process preserves local customizations
4. Review and update new elements

Monitoring and Maintenance

How to handle recurring actions?

1. Click on "View PDCA"
2. Identify recurring actions (marked with recurrence symbol)
3. Close action when due
4. Action automatically reopens after specified period (e.g., 6 months)

How to check action due dates?

1. Click on "View PDCA"
2. Review due date column
3. Update overdue actions
4. Adjust due dates if needed

How to merge Excel files for audit?

1. Download FMEA Excel file

2. Download scope document
3. Copy pages from scope document to FMEA Excel
4. Create single comprehensive document for auditor