Recurring Problem Tracker

Record repeated process problems so patterns can be discussed and addressed with evidence.

Use this when the same delay, error, missing information or rework happens more than once. Record facts consistently and follow applicable confidentiality and recordkeeping requirements.

A. Record each occurrence

Date	Problem / process step	Impact on work	Likely cause / evidence	Action / owner

B. Review the pattern

Question	Finding / next step
How often has this happened, and over what period?	
Is the same process step, handover or control involved?	
What evidence supports the likely cause?	
What process change or decision is needed?	
Who should review it, and by when?	

Use the pattern constructively: focus on the process, impact and evidence—not personal blame. Raise recurring issues through the appropriate manager, process owner or coordination meeting.

Record only relevant work information and store it in the appropriate approved location. This tracker does not replace formal incident, risk or compliance reporting.