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| **Summary** | |
| Summarise the Event. |  |
| Summary of root causes. |  |
| Summary of actions. |  |
| **Introduction** | |
| Brief background description of the event and its outcomes. Include a statement regarding the team assigned to conduct the investigation. |  |
| Description of the scope of the investigation, its purpose, timeframe, methodologies employed in conduction the investigation and the findings. |  |
| **Analysis and Findings** | |
| Factual description of the event, including chronology and responses. |  |
| Brief descriptions and results of the analyses that were conducted. |  |
| **Recommendations** | |
| Root causes are identified and rationale for selecting the root causes. |  |
| Those not dealt with: residual risk. |  |
| Proposed corrective actions. Correlate solutions with root causes to which they apply – who-what-when. |  |
| Rationale for choice of corrective action. |  |
| Plans for evaluating the effectiveness of corrective actions, eliminating, minimising and isolating the root cause. |  |
| **Learning Points** | |
| Listing of leaning points that need to be passed on to staff. |  |
| **Residual Risks** | |
| Where the root causes are not addressed or there is outstanding risk. |  |
| Likelihood of recurrence |  |
| Consequences of recurrence |  |
| How to control effectiveness if recommended actions are taken. |  |
| **Attachments** | |
| List all attachments and references to this report. |  |

This report was completed by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Designation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_