**Date: Investigator(s) Incident Report Number**

**Investigation Detals:**

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|  | **Investigation Topic** | **Findings** |
| **Identification** | What is the issueHas it happened beforeWho needs to be involved |  |
| **Timeline** | What happened in chronological order |  |
| **Immediate Cause** | What was the immediate cause of this issue |  |
| **Task** | Who performed the taskAre there instructions for this taskWere they trained to perform itDid they perform it correctlyWhy did they do it differently |  |
| **Material / Equipment** | Did the equipment function correctly |  |
| **Environment** | What was happening at the time?Were there any distraction? |  |
| **Personnel** | Was the employee capable of performing the task?Were there any reasons why the employee didn’t perform?Were deadlines an issue? |  |
| **Management** | Are there SOPsWhen were they last reviewedAre they accurateHas maintenance been completed |  |

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| **What are the key root causes** |
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| **What can we do to address these** |
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| **Summary** |
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