



Incident Investigation, Corrective & Preventive Actions

Incident Date:	Date Investigation Initiated (must be within 4 working days of incident):
Investigation Team:	
Description of Incident:	
<p>Root Cause: (Utilize the 5-Why technique and keep asking “why” until you arrive at the true root cause. Possible format: What occurred? Brief description of incident. 1. Why did it occur? List apparent cause. 2. Why did apparent cause of #1 occur? List the reason. 3. Why did reason for #2 occur?)</p> <p>1. Why did it occur? - 2. Why? - 3. Why? –</p>	

Corrective Action (Also consider other areas where similar risks exist)	Assignment	Anticipated Completion Date	Comments/Actual Completion Date

“Incident Investigation, Preventive & Corrective Actions” form must be emailed to the FM Director when completed.

Have all corrective actions been completed? <input type="checkbox"/> Yes <input type="checkbox"/> No	Closed By:	Date Closed:
---	-------------------	---------------------