

Root Cause Analysis (RCA) Loss Report

Date of Loss: _____
Report Number: _____
Prepared By: _____
Department: _____

1. Summary of Incident

Incident Description: _____
Date & Time of Incident: _____
Location: _____

2. Loss Details

Affected Area	Type of Loss	Estimated Value	Detection Method

3. Investigation Team

Name	Designation	Department	Role in RCA

4. Root Cause Analysis

Root Cause(s): _____
Method Used: (e.g. 5 Whys, Fishbone, etc.) _____
Supporting Evidence: _____

5. Corrective & Preventive Actions

Action	Responsible Person	Target Date	Status

6. Conclusion & Recommendations

Important Notes:

- Ensure facts and findings are thoroughly validated before finalizing the report.
- Maintain objectivity; avoid speculation and unsupported conclusions.
- Clearly assign responsibilities and timelines for all corrective actions.
- Use this report as a basis for organizational learning and prevention of recurrence.
- Maintain confidentiality and compliance with company policies throughout the RCA process.