

# 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.