

Root Cause Analysis and Action Plan Form

Date of Incident		Reported By	
Department/Area		Reference Number	
Team Members Involved			

1. Brief Description of Incident/Problem

2. Immediate Actions Taken

3. Root Cause Analysis

4. Contributing Factors (if any)

5. Action Plan

Action Item	Responsible Person	Target Date	Status

6. Follow-Up and Verification

Follow-up Date		Verified By	
Comments/Remarks			

Important Notes:

- This form should be completed as soon as possible after any incident or problem is identified.
- A thorough Root Cause Analysis helps prevent recurrence by addressing underlying issues.
- Action Plans must be realistic, assigned to individuals, and have clear deadlines.
- All follow-up actions and their effectiveness should be documented and reviewed.
- Store completed forms for future reference and compliance purposes.