

Root Cause Analysis (RCA) Document

Document Number:

Date:

Prepared by:

1. Incident Description

2. Timeline of Events

3. Impact Assessment

4. Root Cause Analysis

a. Immediate Causes

b. Underlying Causes

c. Contributing Factors

5. Corrective Actions Taken

6. Preventive Actions & Recommendations

7. Lessons Learned

Important Notes

- Ensure the RCA is based on facts and objective evidence.
- Involve all relevant stakeholders and experts in the analysis process.
- Document both immediate and underlying causes.
- Focus on solutions that prevent recurrence, not on blaming individuals.
- Update and review corrective actions for effectiveness.