

Root Cause Analysis Report

Report Date:

Prepared By:

Department/Team:

1. Incident Description

Summary of Incident:

Date & Time of Occurrence:

Location:

2. Impact Assessment

Impact Details (e.g., operational, monetary, reputation):

Affected Parties:

3. Immediate Action Taken

4. Root Cause Analysis

Method Used (e.g., 5 Whys, Fishbone, etc.):

Root Cause(s) Identified:

5. Corrective and Preventive Actions

Actions Implemented:

Responsible Person(s):

Completion Date:

6. Lessons Learned & Recommendations

Important Notes:

- Clearly document facts and evidence without assumptions.
- Identify underlying causes, not just the symptoms.
- Engage relevant stakeholders during the analysis process.
- Define actionable and measurable corrective actions.
- Regularly review and update procedures to prevent recurrence.