

## Root Cause Analysis (RCA) Report

<b>Identification of the event to be investigated (brief):</b>	
<b>Date the event occurred:</b>	<b>Date and time of RCA process initiation:</b>
<b>Team facilitator (and date appointed):</b>	
<b>RCA team members (include job titles):</b>	
<b>Thorough, factual description of the incident (may attach documents, diagrams, and images to support the description; for example, if broken equipment is involved in the incident, include a photograph of the equipment):</b>	
<b>How does the incident compare to the usual or recommended workflows and processes?</b>	

**List of contributing factors:**

**List of identified latent systemic flaws:**

**Corrective actions (at least one per identified systemic flaw; describe the plan for implementation of corrective actions, including an intended timeline):**

**Plan for measuring outcome of the corrective actions:**

**Evidence of the success of implemented changes (may attach documents):**