

Root Cause Investigation Report

Date:

Reference No.:

Investigator:

Incident / Problem Title:

Incident Description:

Impact / Consequence:

Immediate Actions Taken:

Root Cause(s) Identified:

Contributory Factor(s):

Corrective/Preventive Action(s) Proposed:

Responsible Person(s):

Target Completion Date:

Target Completion Date:

Follow-up / Review Outcome:

Verified By:

Verification Date: