

Root Cause Analysis Report Summary

RCA number:

RCA category:

Assigned to:

Assigned date:

1. **Fully define what the problem is.** Use additional sheets to obtain information from witnesses to the event or provide additional data. Summarize what the problem is in a one paragraph statement:
2. **Fully define why the problem occurred.** Use additional sheets as necessary. Be certain to include factors that mitigated or exaggerated the reasons for the problem. Summarize why the problem occurred in a one paragraph statement:
3. **Fully describe the actions to be taken to prevent recurrence of this problem.** Use additional sheets for procedures, diagrams, etc. Similar systems/problems/actions to be taken should also be described. Summarize the actions to prevent recurrence in a one paragraph statement:

Report prepared by:

date:

Report reviewed by:

date:

Implementation responsibility:

date: