

RCA Summary

The RCA team leader may use this optional tool as a method to disseminate the results of a completed RCA (root causes and action plan risk reduction strategies) to frontline staff and others in the organization. Communication of the desired risk reduction strategies is important to the success of the RCA.

Organization Name:

Root Cause Analysis Title:

Incident Date:

Root Cause Analysis Author:

Synopsis of Events:

Root Cause(s):

Corrective Actions to Prevent Recurrence:

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