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| **Root Cause Analysis (RCA) Template** | | | | | |
| This template provides the key stages of a roost cause analysis (RCA). Once the cause of a problem has been identified you then define the necessary follow-up actions required to address it. This enables you and your organization to build on and learn from such experiences. | | | | | |
| **Project Title:** | | | | **Date:** | |
| **Event Description** | | | | | |
|  | | | | | |
| **Timeline leading up to the Event** | | | | | |
| **Date** | **Sequence of Events** | | | | |
| **Investigative Team** | | | **Methods Used** | | |
|  | | |  | | |
| **Findings** | | | | | |
|  | | | | | |
| **Identification of Root Cause** | | | | | |
|  | | | | | |
| **Corrective Action** | | | | | |
|  | | | | | |
| **Sponsor Acceptance** | | | | | |
| **Signature** | | **Sponsor Name & Title** | | | **Date** |