

# Process Failure Incident Root Cause Analysis Sheet

Date of Incident		Time	
Reported By			
Department		Location	

## 1. Incident Description

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## 2. Immediate Actions Taken

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## 3. Root Cause Analysis

Method Used (e.g., 5 Whys, Fishbone)	
Root Cause(s) Identified	

## 4. Corrective Actions

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## 5. Preventive Actions

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## 6. Follow-up / Monitoring Plan

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Prepared By		Date	
Reviewed By		Date	

