

Root Cause Analysis Form

Hotel Incident Report

Date of Incident

Time

Location

e.g. Lobby, Room 101

Reported By

Job Title

Incident Description

Describe what happened

Root Cause Analysis

Immediate Causes

Identify direct causes

Underlying Causes

Describe contributing factors

Root Cause

Identify the root cause

Corrective/Preventive Actions

Actions to be taken

Person Responsible

Target Completion Date

Review & Sign Off

Reviewed By

Review Date

Additional Remarks