

# 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

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## 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

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## Review & Sign Off

Reviewed By

Review Date

Additional Remarks