

## ROOT CAUSE ANALYSIS (RCA) TEMPLATE

This template provides the key stages of a root 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**

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**Date**

**Sequence of Events**

**INVESTIGATIVE TEAM**

**METHODS USED**