**ENGG404 TEAM PROJECT PROGRESS REPORT:**

**Submitted by Team #: < enter team # >**

**Case Study: <enter loss incident under study:   
Organization name, nature of incident, location, date of incident.>**

**Date submitted: < enter date submitted >**

|  |  |  |
| --- | --- | --- |
| **Team Members** | **Student #s** | **Signatures** |
|  |  |  |
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**< Insert a graphic of the incident here. >**

**< Use this template to create your report. Replace “Template” in the filename with “Team xx” where xx is your team number.>**

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**EXECUTIVE SUMMARY**

**Incident Description and Losses:**

< Enter your content here. >

**Context and Purpose:**

< Enter your content here. >

**Root Cause Analysis:**

< Enter your content here. >

**Latent Causes:**

< Enter your content here. >

**CHAPTERS:**

**Chapter 1: Incident Description and Losses:**

**Incident Description:**

< Enter your content here. >

**Losses:**

People: < Enter your content here. >

Environment: < Enter your content here. >

Assets: < Enter your content here. >

Production: < Enter your content here. >

**Chapter 2: Context and Purpose:**

**Context:**

< Enter your content here. >

**Purpose:**

< Enter your content here. >

**Chapter 3: Root Cause Analysis – Discussion:**

**Scope and Boundaries:**

< Describe the scope and boundaries of the root cause investigation i.e. what is inside the scope of root cause analysis, and what is outside the scope i.e. what you won’t consider. >

**Key Latent Cause #1:**

< Describe in detail, the first of two of the most important latent causes: start at the incident description and describe the most important or critical roots from the top, down through the root including immediate cause, basic cause, and ending at the latent cause. >

**Key Latent Cause #2:**

< Describe in detail, the second of two of the most important latent causes. >

**Chapter 4: Application of the Cause and Effect Model – Discussion:**

**Immediate Causes:**

Substandard Conditions:

* List the applicable sub-categories, state the immediate causes under this category / sub-category specific to your loss incident and root cause analysis, and details from your analysis for each.

Substandard Work Practices:

* List the applicable sub-categories, state the immediate causes under this category / sub-category specific to your loss incident and root cause analysis, and details from your analysis for each.

**Basic Causes:**

Engineering Design Factors:

* List the applicable sub-categories
* Under each of the applicable sub-categories, state the basic causes under this category / sub-category specific to your loss incident and root cause analysis, and describe the details from your analysis.
* Use a bullet list.

Job Factors:

* List the applicable sub-categories
* Under each of the applicable sub-categories, state the basic causes under this category / sub-category specific to your loss incident and root cause analysis, and describe the details from your analysis.
* Use a bullet list.

Personal Factors:

* List the applicable sub-categories
* Under each of the applicable sub-categories, state the basic causes under this category / sub-category specific to your loss incident and root cause analysis, and describe the details from your analysis.
* Use a bullet list.

**Latent Causes (weaknesses in Management System Elements):**

* List each of the applicable Risk Management System Elements.
* Under each of the applicable RMS Elements, state the latent causes under this category / sub-category specific to your loss incident and root cause analysis, and describe the details from your analysis.
* Use a bullet list.

**References:**

< Enter your content here. >

**Appendix A: Root Cause Analysis – Chart:**

< Append the PDF of the chart for the Root Cause Analysis. No other discussion is needed here, as it was discussed in an earlier chapter. >