

A. **Incident Report Form :**

- a. Select type of incident
- b. Location
- c. Select date and Time
- d. Shift
- e. Machine no / Exact location
- f. Description
- g. Extent of damage
- h. Immediate action taken
- i. Attached.
- j. Where There any victim(s) { Yes/ No }
- k. Select Victim
- l. Name of victim
- m. Gender
- n. Select age range 18-35 Yrs
- o. Body part injured (0) Select part of body mark
- p. Details of injury
- q. Taken to hospital { Yes ? No }
- r. If yes then Victim return to work
- s. Details of treatment given in hospital
- t. More Victims can be added

i. Save

B. Investigation Team Formation

- a. Investigation team lead
- b. Member of team
- c. Target to complete

d. **SAVE**

C. Root Cause Analysis

- a. Machine
 - i. Abuse or misuse
 - ii. Waer and Tear
 - iii. Engineering
 - iv. Maintenance
 - v. Purchasing
 - vi. Tool equipment
 - vii. Note : Describe about the selected root causes
- b. Man
 - i. Improper motivation
 - ii. physical
- c. Material
 - i. Low quality
 - ii. Incorrect
- d. Environment
 - i. Earthquake
 - ii. landslide
- e. System
 - i. Describe input box

D. Recommended action (CAPA)

- a. Description of the action
- b. Type of control
- c. Responsibility Select ()
- d. Target date
- e. Approver Superadmin { **Approve or reject** }
- f. Status (open/inprogress/ complete / closed)
- g. On closed :Attached Evidence of completion
- h. On closed : Remark