



## INCIDENT INVESTIGATION REPORT

<b>REPORT TITLE</b>	
<b>REPORT DATE</b>	
<b>REPORT INITIATOR</b>	
<b>INVESTIGATION PARTICIPANTS</b> (list all names of those involved in the investigation)	
<b>WHAT</b> (what specific deviation occurred?)	
<b>WHERE</b> (in what specific location of the organization did this take place?)	
<b>WHEN</b> (on what date(s), shift, or timeframe did the deviation occur?)	
<b>TO WHAT EXTENT</b> (how much of the deviation occurred and what did it affect? Assign dollar figures if possible)	
<b>WHY</b> (identify potential causes of the deviation)	

<b>ROOT CAUSE OF PROBLEM</b> (state the identified root cause(s) that led to the incident)			
<b>IMMEDIATE CORRECTIVE ACTION</b> (list the specific action that must be taken immediately to correct the problem, who is assigned the task, and what date must it be completed?)	<b>ACTION</b>	<b>ASSIGNED TO</b>	<b>TO BE COMPLETED BY</b>

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	ACTION	ASSIGNED TO	TO BE COMPLETED BY
<p><b>LONG TERM CORRECTIVE ACTION</b>  (list the specific action that must be taken to permanently correct the problem, who is assigned the task, and what date must it be completed?)</p>			
<p><b>FINAL REPORT SIGNOFF</b>  (upon satisfactory completion of all corrective action items, each participant should sign and date indicating report closure)</p>	SIGNATURE	DATE	