


**lyit**

## Incident Investigation & Corrective/Preventive Action Report

**This report should be completed fully (Parts 1 to 5) by the Head of School or Function in conjunction with the Health & Safety Officer following the reporting of a moderate or major rated Incident.**

**This report should identify the root cause of an incident and the corrective/preventive actions which will be undertaken by management to prevent a similar incident occurring again.**

### **Part 1 - Incident Details**

Incident Date:	Incident Description:
Incident Ref No:	

### **Part 2 – Responsible Function or School:**

### **Part 3 – Root Cause of Incident:**

<b><u>Part 4</u> - Corrective/Preventive Actions (CAPA) Required</b>	<b>Responsible Person</b>	<b>Completion Date</b>
A.		
B.		
C.		

### **Part 5 - Verification of Completion of all Corrective/Preventive actions:**

Verified by Head of School/Function: \_\_\_\_\_ Date: \_\_\_\_\_