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| **Root Cause Analysis (RCA) Template** |
| This template provides the key stages of a roost 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** |
| **Investigative Team** | **Methods Used** |
|  |  |
|  **Findings** |
|  |
| **Identification of Root Cause** |
|  |
|  **Corrective Action** |
|  |
| **Sponsor Acceptance** |
| **Signature** | **Sponsor Name & Title** | **Date** |