

Root Cause Analysis Record

Form | INC-FRM-001

Document type	Form
Title	Root Cause Analysis Record
Document ID	{{facility.code}}-INC-FRM-001
Version and status	1.1 Approved by the ASF Expert Committee
Prepared by	{{roles.quality_lead.name}}, Quality lead
Reviewed by	{{roles.clinical_director.name}}, Clinical director Date: _____
Approver and signature	{{roles.clinical_director.name}}, Clinical director Signature: _____ Date: _____
Effective date	{{document.effective_date}}
Next review	{{document.review_date}} (12 months, or sooner after any incident or change)
Replaces	None (new document)
Standards and criteria supported	Standard 2A, criterion 2A.6
Evidence basis	E-009
Status of this document	Recommended best-practice model. A hospital may adopt, adapt or replace it with an equivalent that meets the same criteria.

Use this form when

To record a serious incident review: facts, timeline, root causes, actions and the sign-off.

1. How to complete

- Complete the header: incident reference, date, service, classification, review team members.
- Write the timeline with times and sources.
- List each root cause as a system factor, not a person.
- For each root cause, write the action, the owner, the due date and the measure of success.
- Sign by the review lead and the chief executive.

2. Items to check

#	Item	Standard or evidence	Yes	No	N/A	Action if No
1	Classification recorded within 2 working days	Yes [EC]	☐	☐	☐	Action and who to tell
2	Review team has no one directly involved	Yes [EC]	☐	☐	☐	Action and who to tell
3	Timeline with times and sources	Yes [EC]	☐	☐	☐	Action and who to tell
4	Root causes are system factors	Yes [EC]	☐	☐	☐	Action and who to tell
5	Each action has owner, due date and measure	Yes [EC]	☐	☐	☐	Action and who to tell

Completed by (name and role): _____ Date/time: _____ Signature: _____

3. Evidence

ID	Source and status
E-009	ASF Expert Committee consensus.

EC = ASF Expert Committee consensus.

4. Change history

Version	Date	What changed	Approver and signature
1.0	{{document.effective_date}}	First version	Approved by the ASF Expert Committee
1.1	{{document.effective_date}}	Internal quality review: corrected cross-references, status wording and document control	Approved by the ASF Expert Committee