



# Incident Investigation & Reporting

## ABOUT THE COURSE

In spite of all our best efforts, incidents and accidents often occur with undesired consequences and, in the worst-case, causes loss of life. It is vital that all incidents are correctly investigated considering the critical events of the incident and using the right tools. However, often the failure to appropriately investigate incidents results in repeat incidents or even more severe incidents.

ASL Global have developed this 2 day programme to help delegates acquire the necessary skills to perform investigations correctly, utilising proven Root Cause Analysis techniques that drive sustained improvements. The course is designed to be interactive and focuses on practical cases studies.

## WHO SHOULD ATTEND

- Plant Managers
- Engineering Managers
- Production Managers
- Maintenance Managers
- Maintenance Engineers
- Operations Engineers
- HSE Managers

## MAIN LEARNING OBJECTIVES

- Understand why investigation is an essential tool in minimising asset downtime and unplanned breakdowns.
- Understand the roles and responsibilities of key members within an incident investigation team.
- Explore different types of incident investigation methods using both uni-causal and multi-causal analysis and utilise Root Cause Analysis to correctly identify underlying issues and failures.
- Discover how causal analysis and improvement measures are used to enable effective business decision making and yield continuous improvement.
- Contribute to a positive and continuously improving organisational culture.
- Apply a professional and well-structured approach to equipment and process failure investigations.
- How to identify corrective measures to avoid recurrence.
- Produce a personal improvement action plan.
- Understand how an integrated approach to equipment and process investigations delivers continuous improvement.

## REFERENCE STANDARDS

- HSG 245

## DURATION, PREPARATION & MATERIAL

This is a 2-day course that will include practical exercises and an assessment. Copies of the programme materials will be provided and delegates will receive a certificate of attendance upon successful programme completion.

## PROGRAMME CONTENT

- Introduction to incident investigation and reporting – principles and theory
- Understanding the organisational context – drivers and enablers
- Roles and responsibilities
- Integrated investigation approach
- Selecting the correct level of investigation
- Information gathering
- Root Cause Analysis techniques
- Corrective actions and report preparation
- Framework for continuous improvement

## ASSESSMENT & CERTIFICATION

**Assessment:** End-of-course examination.

**Certification:** Certificate awarded on successful completion of the course.

