

INCIDENT REVIEW AND FOLLOW-UP ACTION CHECKLIST

NO	CHECKLIST	YES	NO	COMMENTS
1.	Conduct a formal review of the incident			
2.	Involve key stakeholders in the review process			
3.	Review all collected evidence and documentation			
4.	Identify the root cause(s) of the incident			
5.	Evaluate the effectiveness of initial response			
6.	Develop corrective actions based on findings			

7.	Assign responsibility for implementing corrective actions			
8.	Set timelines for completion of corrective actions			
9.	Monitor the implementation of corrective actions			
10.	Review and update safety procedures as necessary			
11.	Conduct follow-up training if needed			
12.	Communicate lessons learned to all relevant parties			
13.	Document the entire review and follow-up process			

14. Ensure all corrective actions are completed

15. Schedule a follow-up review to ensure effectiveness of actions

Further Comments & Action

Large empty rectangular area for further comments and actions.