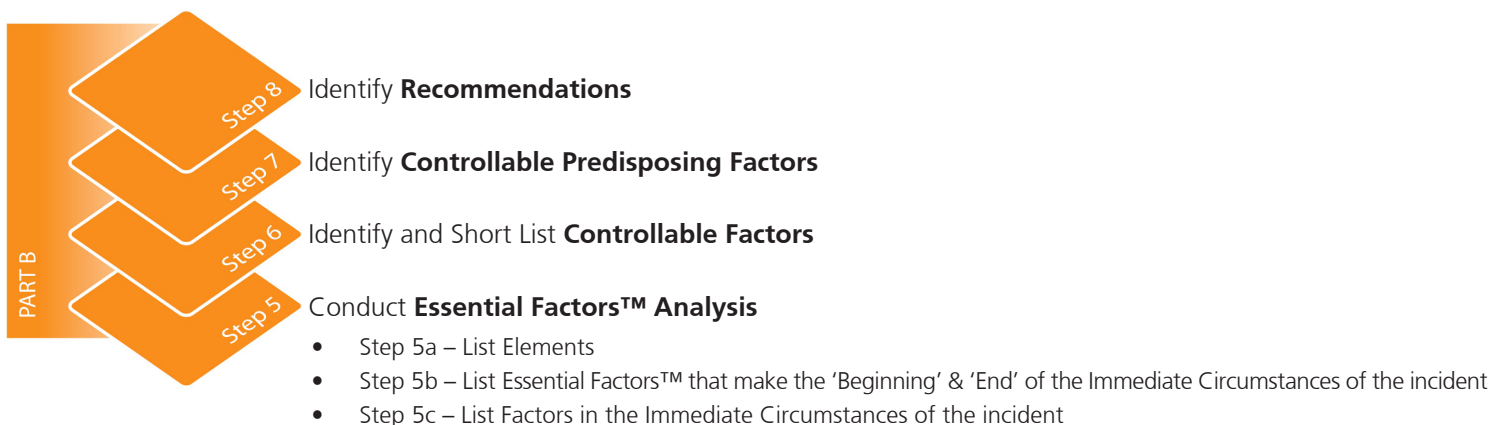


Analysis and Identifying Controls Essential FactorsTM with Time Line (Advanced)

Incident Summary

Incident ID:	Title:
Description of Damage:	

Analysis and Identifying Controls Process Summary



VAACS Criteria

Viable	Practical, workable, no new risks and removes the factor
Affordable	Within the constraints of capital / cash flow / business viability
Acceptable	To the end users / owners / maintainers
Compatible	With the level of damage being managed (high levels of damage require higher levels of control)
Sustainable	Over time for medium to high levels of damage

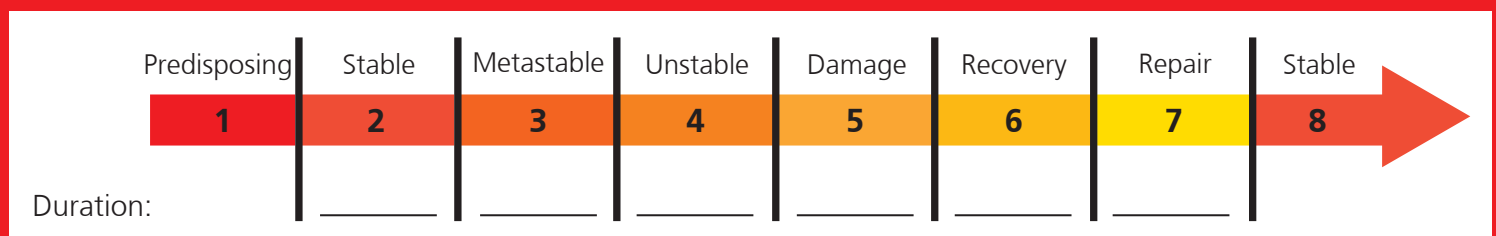
Step 5a: List Elements

- Who? List the 'People' elements involved in the immediate circumstances of the incident
- What? List the 'Equipment' elements involved in the immediate circumstances of the incident
- Where? List the 'Environment' elements involved in the immediate circumstances of the incident

People	Equipment	Environment

Step 5b: List Essential Factors that mark the beginning and end of each time zone

Use an analysis sheet for each time zone



Step 5c: List Factors

STABLE Time Zone

Beginning Factor: _____

End Factor: _____

For each **Person** listed in Step 5a: What did they **do / not do, know / not know**, what **skills did they have / not have** that was essential to continuing the incident sequence?

For each **Equipment** element listed in Step 5a: What features of the equipment element were **present / absent** that were essential to continuing the incident sequence?

For each **Environment** element listed in Step 5a: What features of the environment element were **present / absent** that were essential to continuing the incident sequence?

People Factors	POC	Equipment Factors	POC	Environment Factors	POC



Step 5c: List Factors

METASTABLE Time Zone

Beginning Factor: _____

End Factor: _____

For each **Person** listed in Step 5a: What did they **do / not do, know / not know**, what **skills did they have / not have** that was essential to continuing the incident sequence?

For each **Equipment** element listed in Step 5a: What features of the equipment element were **present / absent** that were essential to continuing the incident sequence?

For each **Environment** element listed in Step 5a: What features of the environment element were **present / absent** that were essential to continuing the incident sequence?

People Factors	POC	Equipment Factors	POC	Environment Factors	POC

Step 5c: List Factors

UNSTABLE Time Zone

Beginning Factor: _____

End Factor: _____

For each **Person** listed in Step 5a: What did they **do / not do, know / not know**, what **skills did they have / not have** that was essential to continuing the incident sequence?

For each **Equipment** element listed in Step 5a: What features of the equipment element were **present / absent** that were essential to continuing the incident sequence?

For each **Environment** element listed in Step 5a: What features of the environment element were **present / absent** that were essential to continuing the incident sequence?

People Factors	POC	Equipment Factors	POC	Environment Factors	POC



Step 5c: List Factors

DAMAGE Time Zone

Beginning Factor: _____

End Factor: _____

For each **Person** listed in Step 5a: What did they **do / not do, know / not know**, what **skills did they have / not have** that was essential to continuing the incident sequence?

For each **Equipment** element listed in Step 5a: What features of the equipment element were **present / absent** that were essential to continuing the incident sequence?

For each **Environment** element listed in Step 5a: What features of the environment element were **present / absent** that were essential to continuing the incident sequence?

People Factors	POC	Equipment Factors	POC	Environment Factors	POC

Step 5c: List Factors

_____ Time Zone

Beginning Factor: _____

End Factor: _____

For each **Person** listed in Step 5a: What did they **do / not do, know / not know**, what **skills did they have / not have** that was essential to continuing the incident sequence?

For each **Equipment** element listed in Step 5a: What features of the equipment element were **present / absent** that were essential to continuing the incident sequence?

For each **Environment** element listed in Step 5a: What features of the environment element were **present / absent** that were essential to continuing the incident sequence?

People Factors	POC	Equipment Factors	POC	Environment Factors	POC

Step 6: Identify and Short List Controllable Factors

For each essential factor and contributory factor listed in Step 5c identify those factors which are Points of Control

- Place a '✓' or '✗' in the POC column beside each factor

Step 7: Identify Controllable Predisposing Factors

For each POC identified in Step 6 list what predisposed that factor (e.g. organisational, systemic, standards, procedures, purchasing, cultural, etc.)

For each Predisposing Factor identify Controllable Predisposing Factors

- Place a '✓' or '✗' in the POC column beside each Predisposing Factor

Predisposing Factors	POC

Step 8: Identify Recommendations

For each Point of Control (POC) listed in Step 6 and Step 7 identify recommendations or actions that will remove the factor from future incident sequences

- Enter the Recommendation # in the POC column and link Recommendations to removal of Factors
- Rate the Effectiveness of each Recommendation by placing a '✓' or '✗' in each of the VAACS criteria analysis

Recommendation #1 Title:					
Description:					
Effectiveness:					LONG / MEDIUM / SHORT Term: To be implemented within the next ____ days / weeks / months / years
V	A	A	C	S	

Recommendation #2 Title:					
Description:					
Effectiveness:					LONG / MEDIUM / SHORT Term: To be implemented within the next ____ days / weeks / months / years
V	A	A	C	S	

Recommendation #3 Title:					
Description:					
Effectiveness:					LONG / MEDIUM / SHORT Term: To be implemented within the next ____ days / weeks / months / years
V	A	A	C	S	

Recommendation #4 Title:					
Description:					
Effectiveness:					LONG / MEDIUM / SHORT Term: To be implemented within the next ____ days / weeks / months / years
V	A	A	C	S	

Recommendation #5 Title:					
Description:					
Effectiveness:					LONG / MEDIUM / SHORT Term:
V	A	A	C	S	
To be implemented within the next ____ days / weeks / months / years					

Recommendation #6 Title:					
Description:					
Effectiveness:					LONG / MEDIUM / SHORT Term:
V	A	A	C	S	
To be implemented within the next ____ days / weeks / months / years					

Recommendation #7 Title:					
Description:					
Effectiveness:					LONG / MEDIUM / SHORT Term:
V	A	A	C	S	
To be implemented within the next ____ days / weeks / months / years					

Recommendation #8 Title:					
Description:					
Effectiveness:					LONG / MEDIUM / SHORT Term:
V	A	A	C	S	
To be implemented within the next ____ days / weeks / months / years					