



Analysis and Identifying Controls Essential Factors™ with Time Line (Advanced)

Incident Summary

Incident ID:	Title:
Description of Damage:	

Analysis and Identifying Controls Process Summary



- Step 5a List Elements
 Step 5b List Essential Factors™ that make the 'Beginning' & 'End' of the Immediate Circumstances of the incident
- Step 5c List Factors in the Immediate Circumstances of the incident

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

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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

-	Predisposing	Stable	Metastable	Unstable	Damage	Recovery	Repair	Stable	
	1	2	3	4	5	6	7	8	
Duration:									

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8Steps

Step	5c:	List	Factors

STABLE Time Zone
eginning Factor:
nd 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

8Steps

Step	5c:	List	Facto	rs

	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	РОС
					$\vdash \vdash \vdash$

	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	РОС	Environment Factors	POC

8Steps

Step 5c: List Fact	ors
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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
					Н

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 'X' 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 'X' in the POC column beside each Predisposing Factor

Predisposing Factors	POC
	-
	<u> </u>
	<u> </u>
	<u> </u>

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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 'ズ' in each of the VAACS criteria analysis

Recommendation #1 Title:					
Description:					
Effective	eness:				LONG / MEDIUM / SHORT Term:
V	Α	Α	С	S	To be implemented within the next days / weeks / months / years
Recomm	nendation	n #2 Title			
Descript	tion:				
Effective	eness:		1	1	LONG / MEDIUM / SHORT Term:
V	Α	Α	С	S	To be implemented within the next days / weeks / months / years
Recommendation #3 Title: Description:					
Effective	eness:				LONG (MEDIUM (CHOPT Towns
V	A	Α	С	S	LONG / MEDIUM / SHORT Term: To be implemented within the next days / weeks / months / years
Recomm	nendation	n #4 Title			
Description:					
Effectiveness:				T_	LONG / MEDIUM / SHORT Term:
V	Α	Α	C S To be implemented within the next days / weeks / m	To be implemented within the next days / weeks / months / years	

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Recommendation #5 Title:						
Descript	ion:					
Effective	eness:				LONG / MEDIUM / SHORT Term:	
V	Α	Α	С	S		
					To be implemented within the next days / weeks / months / years	
Recomm	nendation	n #6 Title:				
Descript	ion:		,	1		
Effective	eness:				LONG / MEDIUM / SHORT Term:	
V	Α	Α	С	S	To be implemented within the next days / weeks / months / years	
					To be implemented within the next days? Weeks? inorthis? years	
Recomm	nendation	n #7 Title				
Descript	ion:					
Effective	eness:	ï	ĭ	1	LONG / MEDIUM / SHORT Term:	
V	A	Α	С	S	To be implemented within the next days / weeks / months / years	
	Recommendation #8 Title:					
Description:						
Effectiveness:				1.	LONG / MEDIUM / SHORT Term:	
V	Α	Α	С	S	To be implemented within the next days / weeks / months / years	



Unit 1, 5 Henry Street [PO Box 3300] Loganholme, Qld 4129 Australia Phone: +61 7 3895 8111

enquiries@intersafe.com.au