

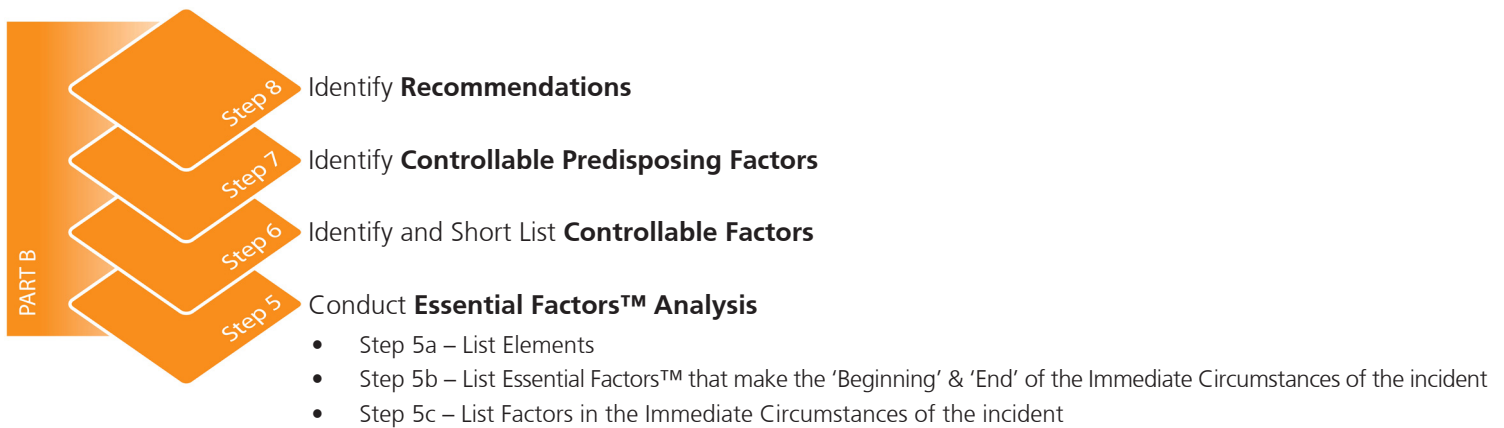


Analysis and Identifying Controls Essential FactorsTM (Basic)

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: Identify the immediate circumstances of the incident

Beginning Factor:

End Factor:

Step 5c: List People Factors

For each **People** element listed in Step 5a identify Essential and Contributory Factors in the immediate circumstances of the incident based on the focussing questions:

- What did they **do / not do** that was essential to continuing the incident sequence?
- What did they **know / not know** that was essential to continuing the incident sequence?
- What **skills did they have / not have** that were essential to continuing the incident sequence?

Essential = Factor is essential to continuing the incident sequence

Contributory = Factor increases the likelihood sequence continues - identify with (c) at end of factor

Essential and Contributory Factors	POC

Step 5c: List Equipment Factors

For each **Equipment** element listed in Step 5a identify Essential and Contributory Factors in the immediate circumstances of the incident based on the focussing questions:

- What **features of the equipment were essential** to continuing the incident sequence?
- What **features of the equipment were absent and essential** to continuing the incident sequence?

Essential = Factor is essential to continuing the incident sequence

Contributory = Factor increases the likelihood sequence continues - identify with (c) at end of factor

Essential and Contributory 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: To be implemented within the next ____ days / weeks / months / years
V	A	A	C	S	

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

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

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