



# Preparation for and Completing an Essential Factors™ Analysis

<b>1</b>	Large Wall Post-Its printed – supplied by Trainer or on the USB stick drive.
<b>2</b>	Small 'Post-Its' available – to write Essential Factors and place on large wall Post-Its.
<b>3</b>	Blue Tack – to hold up large wall Post-Its.
<b>4</b>	Pens.
<b>5</b>	Re-read Analysis Chapters in Book – Steps 5-8.
<b>6</b>	Select "Basic" or "Advanced" analysis technique.
<b>7</b>	List People, Equipment and Environment elements before the group arrives to start the analysis. Review with Team.
<b>8</b>	Select factors for beginning and end of time zones – both Basic and Advanced.
<b>9</b>	Write up Focussing Questions on a wall. ↗

## Focussing Questions

1. **What did the people do / not do...**
2. **What did the people know / not know...**
3. **What skills did the people have / not have...**
4. **What features of the equipment / environment had to be present / absent...**

**...that were essential for the sequence of factors to continue?**

<b>10</b>	Explain to attendees the process – Basic or Advanced.
<b>11</b>	Select a scribe to assist.
<b>12</b>	Commence with identifying factors for the "Equipment" and "Environment" elements e.g. tractor, paddock.
<b>13</b>	List factors for the "People" element last in each time zone i.e. after listing Equipment and Environment factors.
<b>14</b>	Always write the Essential Factors as:

The "Element"	"Verb"	"Observation"
The Tractor	had	no fuel gauge

<b>15</b>	For "Advanced" Analysis, do not stress if an Essential Factor is written into the wrong time zone or written multiple times.
<b>16</b>	Photograph Work Sheets before moving controllable Essential Factors across to the Predisposing Sheet.
<b>17</b>	Mark Contributory Factors with a "C" – the majority of the Factors will be "Essential".
<b>18</b>	One or two people to write Recommendations – Team to review.
<b>19</b>	Make sure the Recommendations address the Scoping document requirements.
<b>20</b>	For serious incidents, where there was no damage or minor damage but the potential for major damage: <ol style="list-style-type: none"> <li>a. Firstly, analyse what did occur;</li> <li>b. Secondly, describe the scenario/s required to produce the Consequence of Interest (refer Scope); and</li> <li>c. Thirdly, are there any additional points of intervention/recommendations arising from a consideration of the scenario/s?</li> </ol>

