EVENT CLOSURE TABLE

|  |  |
| --- | --- |
| **Event****(What Happened)** |  |



|  |  |
| --- | --- |
| **Problem Statement****(Potential effects/risks)** |  |



|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Containment Action(s)** | **Notes:** | **Stakeholder/****Action Owner** | **Due Date** | **Actioned** | **Additional detail:** |
| **1** |  |  |  |  |  |  |
| **2** |  |  |  |  |  |  |
| **3** |  |  |  |  |  |  |



|  |  |
| --- | --- |
| **Root Cause Statement** |  |



|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Corrective Action(s)** | **Notes:** | **Stakeholder/****Action Owner** | **Due Date** | **Actioned** | **Additional detail:** |
| **1** |  |  |  |  |  |  |
| **2** |  |  |  |  |  |  |
| **3** |  |  |  |  |  |  |



|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Preventive Action(s)** | **Notes:** | **Stakeholder/****Action Owner** | **Due Date** | **Actioned** | **Additional detail:** |
| **1** |  |  |  |  |  |  |
| **2** |  |  |  |  |  |  |
| **3** |  |  |  |  |  |  |



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| --- | --- |
| Validation / timescale |  |