EVENT RECORD TABLE

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



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| **Phase** | **1) Initial event information** | **2) Subsequent investigation** |
| When |  |  |
| **Where** |  |  |
| **Who** |  |  |
| **How** |  |  |
| **Problem Statement****(Potential effects/risks)** |  |
| **Risk Assessment** |  |  |
| **Operation** | Production | Review | Continue | STOP |  |
| Sales | Review | Continue | STOP |
| Operations | Review | Continue | STOP |
| Containment |  |  |
| **Evidence** |  |  |
| Human Factors | Evidence: | Conclusion: |



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| **Root Cause Statement** |  |



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| Validation / timescale |  |