

Root Cause Investigations

Initial Engagement Form

Date: _____

Company Information

Company Name: _____

Industry/Sector: _____

Primary Contact Name: _____

Title/Position: _____

Email: _____

Phone: _____

Company Address: _____

Company Size:

- ☐ Small (1-50 employees)
☐ Medium (51-250 employees)
☐ Large (251-1000 employees)
☐ Enterprise (1000+ employees)

Incident/Issue Overview

Brief Description of the Problem: _____

When did this issue first occur? _____

How frequently does this issue occur? ☐ One-time incident

- ☐ Intermittent
☐ Recurring
☐ Ongoing

What triggered your decision to seek external investigation support

Impact Assessment

Areas Affected: (Check all that apply)

- ☐ Safety/Health
- ☐ Quality
- ☐ Operations/Production
- ☐ Financial
- ☐ Regulatory/Compliance
- ☐ Reputation
- ☐ Customer Relations
- ☐ Employee Relations
- ☐ Environmental
- ☐ Other

Estimated Impact level ☐ Low

- ☐ Medium
- ☐ High
- ☐ Critical

Has this issue resulted in: (Check all that apply) ☐ Injuries or safety incidents

- ☐ Production delays/shutdowns
 - ☐ Customer complaints
 - ☐ Regulatory violations
 - ☐ Financial losses
 - ☐ Media attention
 - ☐ Legal action
 - ☐ None of the above
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Investigation Requirements

Preferred Timeline for Investigation: ☐ Immediate (within 1 week)

- ☐ Urgent (within 2-4 weeks)
- ☐ Standard (within 1-2 months)
- ☐ Flexible

Investigation Scope: (Check all that apply) ☐ Technical/Equipment failure

- ☐ Process breakdown
- ☐ Human factors
- ☐ Management systems

- ☐ Communication failures
- ☐ Training gaps
- ☐ Policy issues
- ☐ Procedure issues
- ☐ Organizational culture
- ☐ External factors

Do you require: ☐ On-site investigation

☐ Remote/virtual investigation

☐ Hybrid approach

☐ No preference

Resources & Access

Key Personnel Available for Interviews:

Relevant Documentation Available: (Check all that apply) ☐ Incident reports

☐ Process documentation

☐ Training records

☐ Maintenance logs

☐ Quality records

☐ Previous investigation reports

☐ Regulatory filings

☐ Other _____

Are there any access restrictions or confidentiality requirements? ☐ Yes

☐ No

If yes, please describe: _____

Budget & Expectations

Estimated Budget Range: ☐ Under \$25,000

☐ \$25,000 - \$50,000

☐ \$50,000 - \$100,000

☐ Over \$100,000

☐ To be determined

Expected Deliverables: (Check all that apply) ☐ Root cause analysis report

„ ☐ Corrective action recommendations

- ,
- ☐ Executive presentation
 - ☐ Other

Success Criteria: What would constitute a successful engagement for your organization?

Additional Information

Have you conducted any internal investigation efforts? ☐ Yes ☐ No

If yes, please summarize findings:

Are there any similar issues in your organization's history? ☐ Yes ☐ No

☐ Unknown

Additional Comments or Specific Requirements:

Next Steps

Preferred Method of Follow-up: ☐ Phone call

☐ Video conference

☐ In-person meeting

☐ Email

Best Times to Contact: ☐ Morning (8 AM - 12 PM)

☐ Afternoon ☐ (12 PM - 5 PM)

☐ Evening (5 PM - 8 PM)

Preferred Days; _____

Form Completed By: _____

Signature: _____

Date: _____

This information will be kept confidential and used solely for the purpose of understanding your investigation needs and developing an appropriate consulting proposal