

Incident Report Evaluation

Factor	Points	Score	Comments
1. <u>Information</u>			
Accurate and complete in all sections	10		
2. <u>Description</u>			
Clear description of relevant events and conditions before during and after the incident	20		
3. <u>Analysis</u>			
All relevant contributing factors are identified	20		
4. <u>Risk Assessment</u>			
Accurate severity potential & possible recurrence rates indicated	15		
5. <u>Prevention</u>			
Effective action taken to prevent recurrence regarding all controllable contributing factors, dates and responsib- ilities assigned	25		
6. <u>Review</u>			
Appropriate review and signatures indicated	5		
7. <u>Timeliness</u>			
Completed within time limit standards	5		
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	100		

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