



**Agenda for Maritime RCA Class**

<b>Day 1</b>	<b>DAY 1: 8:00 A.M. TO 4:00 P.M. (Eastern Time)</b>
	<p>Basics of Incident Investigation</p> <ul style="list-style-type: none"> <li>- Three principles for achieving operations excellence</li> <li>- Root cause/management system approach to RCA</li> <li>- Terminology: causal factors, root cause, management system, safeguard</li> <li>- Workshop: Identifying causal factors and root causes</li> <li>- Selecting the suitable level of analysis for incidents</li> </ul> <p>Initiating Investigations</p> <ul style="list-style-type: none"> <li>- Who does what</li> <li>- Notification</li> <li>- Emergency response activities</li> <li>- Immediate investigation activities</li> <li>- Beginning the investigation</li> </ul> <p>Gathering and Preserving Data</p> <ul style="list-style-type: none"> <li>- Types of data</li> <li>- Prioritizing data gathering</li> <li>- Discussion of each data type</li> <li>- Workshop: Interview questions</li> <li>- Data collection planning</li> <li>- Workshop: Data checklist development</li> </ul> <p>Analyzing Data</p> <ul style="list-style-type: none"> <li>- Overall goal and major analysis steps</li> <li>- Applicability of analysis techniques</li> <li>- Discussion of timeline technique <ul style="list-style-type: none"> <li>o Capabilities and limitations</li> <li>o Structure and elements</li> <li>o Procedural steps – important things to remember</li> <li>o Demonstration</li> <li>o Workshop</li> </ul> </li> </ul>
<b>Day 2</b>	<b>DAY 2: 8:00 A.M. TO 4:00 P.M. (Eastern Time)</b>
	<p>Identifying Root Causes</p> <ul style="list-style-type: none"> <li>- Introduction</li> <li>- Discussion of 5-whys technique <ul style="list-style-type: none"> <li>o Capabilities and limitations</li> <li>o Structure and elements</li> <li>o Procedural steps – important things to remember</li> <li>o Demonstration</li> <li>o Workshop</li> </ul> </li> <li>- ABS Marine Root Cause Analysis Map <ul style="list-style-type: none"> <li>o Discussion</li> <li>o Workshop: Identifying root causes</li> </ul> </li> <li>- Documenting root causes</li> </ul> <p>Developing Recommendations</p>



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	<ul style="list-style-type: none"><li>- Key concepts</li><li>- Types, levels and time frames</li><li>- Process steps for making recommendations</li><li>- Stating and presenting recommendations in report</li><li>- Managing recommendations – resolution</li></ul> <p>Completing the investigation</p> <ul style="list-style-type: none"><li>- Items in the report, tips for writing the report</li></ul>