



Agenda for Advanced Maritime RCA Class

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



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	<ul style="list-style-type: none"> - Key concepts - Types, levels and time frames - Process steps for making recommendations - Stating and presenting recommendations in report - Managing recommendations – resolution <p>Completing the investigation</p> <ul style="list-style-type: none"> - Items in the report, tips for writing the report
Day 3	DAY 2: 8:00 A.M. TO 4:00 P.M. (Eastern Time)
	<p>Initiating Investigations</p> <ul style="list-style-type: none"> - Incident classification - Managing the investigation team - Assembling a team <p>Completing the investigation</p> <ul style="list-style-type: none"> - Special considerations - Incident investigation program issues <p>Discussion of other analytical techniques: Simplified fault tree and causal factor charting</p> <ul style="list-style-type: none"> - Capabilities and limitations - Structure and elements - Procedural steps – important things to remember - Demonstration - Workshop <p>ABS Incident Investigation software demonstration</p> <p>Investigation exercise – Apply lessons learned in class to determine causal factors and root causes for a serious and complex maritime incident</p>