

Handout 12 - 4

MANAGEMENT EVALUATION REPORT CONTENT

Cover. (Self-explanatory).

Title Sheet.

- The name of the accident or incident.
- The date of the accident or incident.
- The list of investigation team members and their respective agencies.
- The Freedom of Information Act Disclaimer Statement and Privacy Act Statement.

Table of Contents. Include page numbers.

Executive Summary. A brief narrative of the facts involving the accident. Keep this section short. Readers can refer to the factual report if they want more detail

Findings - From the factual report

Causes - A cause is a deficiency that the correction, elimination, or avoidance of would likely have prevented or mitigated the accident or significant injury

Recommendations - Recommendations are the prevention measures that management may take to prevent similar accidents. They must be reasonable, feasible, relate to the cause(s) of the accident, and allow for definitive closure. Every cause need not have a recommendation. Number recommendations consecutively (for example recommendation 01, 02, etc)

Depending upon the scope of impact the recommendations may have to be implemented by a State or the Washington Office. The team should specify who should implement the recommendations.

Other Findings (DOI only) - Other findings that did not contribute to the accident but, if left uncorrected, could lead to other accidents

Enclosures - Information used to support the recommendations that were not included in the Factual Report.