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| |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | |  |  |  |  |  |  | | Cause Evaluator |  |  |  |  |  | |  |  | Signature |  | Date | |  |  |  |  |  |  | | Issue  Owner |  |  |  |  |  | |  |  | Signature |  | Date |   **Cause**  **Evaluation Report** | Title: Insert Here  Issue No.: Insert here CAP Issue No (PG&E Only)  Report Rev: 00 |

# Complete and Send to [EDContractorIncidentReporting@pge.com](mailto:EDContractorIncidentReporting@pge.com)

# Executive Summary

# Problem Statement

### Requirement or Expectation: (what was the desired outcome)

### Deviation or Defect: (what was the deviation from the requirement)

### Consequences of Deviation or Defect: (what was the consequence)

### Significance of Deviation or Defect: (If not corrected, what is the potential impact)

# Extent of Condition (Is it likely that the same condition currently exists undetected in other processes)

## **Event Description** (Provide a chronological description of the facts and conditions that led to the problem)

# Analysis

### SME Evaluation (Who lead the evaluation):

### Employee Interviews: (If available, include interviews of affected employees)

### Training Review: (Affected employee training review)

### Job Safety Review: (review applicable hazard identification, include as attachment)

### Tailboard:

### JHA- Job Hazard Analysis:

### PSSP- Project Specific Safety Plan

# Cause and Contributing Causes

### Apparent Cause(s): (If there are multiple apparent causes, identify them as AC-1, AC-2, etc.)

### AC-1:

### NERC Cause Code: *Refer to NERC Cause Code Reference Guide (attachment)*

### Contributing Cause(s): (If there are multiple contributing causes, identify them as CC-1, CC-2, etc.)

### CC-1:

### NERC Cause Code: *Refer to NERC Cause Code Reference Guide (attachment)*

# Corrective Actions for Cause(s) and Contributing Cause(s)

### **Corrective Action Matrix**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Cause(s) | CA # | CA Description | Action Owner | Due Date |
| C-1 | State each identified Cause from the report | CA-1 | State corrective action for the Cause |  |  |
| CC-1 | State each identified Contributing Cause from the report | CA-2 | State corrective action for Contributing Cause |  |  |
|  | -additional rows as needed |  |  |  |  |

# Attachments (Attachments could include photographs, charts, a timeline of the event, listing of people contacted during the investigation, as appropriate, Cause Evaluation Analysis tools, document references, and other supporting documentation)