|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Date Identified | By Whom | Description of Action | Things That Went Right | Things That Could Have Been Done Better |
| *\*\*\* Please used this highlighted section as an example for filling out the form. \*\*\** | | | | |
| “January 1, 2000” *or*  “January 2000” (Exact date is preferred but month & year is acceptable) | “Jessie Butler” *or*  “Work Coordinator” (Name is preferred but a person’s title is acceptable) | Removed tagged item from RCA (Hall A) without contacting RADCON first. | 1. The mistake was immediately identified and RADCON was contacted. 2. The person remained with the item until RADCON showed up to provide guidance. | 1. The RADCON tag was not clearly displayed on the item. 2. The employee felt pressured to meet deadline. 3. Breakdown in communication between members of the team. |
|  |  |  |  |  |
| Please use this space to provide additional notes, comments, and suggestions about the action: | | | | |