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| --- | --- | --- | --- | --- |
| 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.
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| Please use this space to provide additional notes, comments, and suggestions about the action:  |