

INVESTIGATION AND CORRECTIVE ACTION RECORD

FORM — SITE FILE

Why it happened, what changes, who owns the change, and when it was checked

KD-SITE-IV-027 Rev A0

Why it happened, not who to blame. HSG245 sets out the method: establish what happened, find the immediate causes, then the underlying and root causes — the planning, the supervision, the equipment, the pressure — and fix those. A corrective action without an owner and a date is a wish; one nobody checked is a wish with a signature.

1 THE EVENT

PROJECT / SITE REF	SITE	DATE	INCIDENT REPORT REF	INVESTIGATED BY

SEQUENCE OF EVENTS

EVIDENCE GATHERED

2 CAUSES

IMMEDIATE CAUSES

UNDERLYING CAUSES

ROOT CAUSES

3 CORRECTIVE ACTIONS — CARRIED TO THE SITE ACTION REGISTER (KD-INS-AR-019)

NO.	ACTION	OWNER	BY (DATE)	DONE (DATE...	CHECKED EFFECTIVE BY / DA...

4 SIGNATURES

Investigated by:

PRINTED NAME	ROLE	COMPANY	SIGNATURE	DATE	TIME

Reviewed by (manager / director):

PRINTED NAME	ROLE	COMPANY	SIGNATURE	DATE	TIME

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continued

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R REVISION HISTORY

Every revision of this document, and every review that found nothing to change. The revision on the front of this sheet is the one you are holding — check kubitdocs.com for the current one before use.

Rev	Date	Class	What changed	Authorised by
D0	2026-09-01	first-issue	First issue.	— not yet approved —
A0	2026-09-01	review	Approved for issue by the author. Content unchanged from the reviewed draft; the draft status strip is removed. No independent third-party review has been carried out.	Author — director, UK principal contractor, SMSTS. Not an independent review.

Class: first-issue · material (the law, a control, a field or the scope changed — past buyers are notified) · editorial (wording or layout only) · review (checked, nothing changed) · withdrawal. Revision prefix D = draft, not approved and not for sale; A = approved for issue by the person named, on the date shown.