

ROOT CAUSE ANALYSIS FORM (5-WHY / FISHBONE)

STRAVIK Construction Group · Controlled Document

Document No.	Revision	Effective Date	Document Owner	Status
STV-HSE-FRM-018B	00 (Initial Issue)	2026-10-24	[SAFETY DIRECTOR]	Issued for review / pending approval

Management system alignment: This document is aligned with ISO 9001:2015, ISO 14001:2015 and ISO 45001:2018 requirements as applicable. STRAVIK Construction Group does not claim third-party certification to these standards. Florida Certified General Contractor License No. [FL LICENSE NO.].

REVISION HISTORY

Rev.	Date	Description of Change	Prepared By	Approved By
00	2026-10-24	Initial issue for STRAVIK Construction Group	[PREPARED BY]	Michael Gaya, President

1. PURPOSE

To provide a structured method for analyzing incidents, near-misses, non-conformities, and environmental releases to identify root causes and develop effective corrective and preventive actions. This form supports STRAVIK's continuous-improvement objectives under ISO 45001, ISO 9001, and ISO 14001, and complements the Incident Reporting & Investigation Procedure (STV-HSE-PRO-018).

2. INCIDENT DETAILS

Project Name: Incident No.:

Location: Date / Time:

Type: Injury Near-Miss Property Environmental Quality

Reported By: Supervisor:

Department / Crew: Investigator:

3. EVENT DESCRIPTION

Provide a factual, chronological description of what occurred. Include sequence, conditions, and contributing factors. (Attach photos, witness statements, sketches if applicable.)

4. IMMEDIATE CAUSES (Direct Factors)

List unsafe acts, conditions, or mechanical failures that directly led to the event.

Immediate Cause Category (Human / Equipment / Environment / Process)

5. ROOT CAUSE ANALYSIS

A. 5-WHY METHOD Problem Statement:

Why 1: _____ Why 2: _____ Why 3: _____
Why 4: _____ Why 5: _____

Root Cause Identified: _____

B. FISHBONE / ISHIKAWA DIAGRAM (optional visual tool)

(For comprehensive investigations — attach drawing.) Evaluate contributing factors under:

- Manpower: training, supervision, fatigue
- Methods: procedures, planning, JHA quality
- Machines: tools, maintenance, design
- Materials: quality, compatibility, handling
- Environment: lighting, weather, workspace
- Management: communication, culture, leadership

C. TAPROOT ELEMENTS (for complex incidents) Category Findings

Human Performance

Equipment Reliability

Procedural Adequacy

Training & Competence

Management Systems

Organizational Factors

6. CORRECTIVE & PREVENTIVE ACTIONS

Action Description of Responsible	Target Completion	Verification	Status			
No.	Action	Person	Date	Date	Method	(O/I/C)

(O = Open, I = In Progress, C = Closed)

All corrective actions must be logged in the Corrective Action Register (STV-QHSE17C).

7. LESSONS LEARNED / SYSTEMIC IMPROVEMENTS

Summarize key learnings and recommended updates to training, procedures, or controls.

8. VERIFICATION & CLOSE-OUT

Verification Completed By: Title: Date:

EHS Manager Signature:

Project Manager Signature:

Corporate EHS Director Approval:

9. RECORD CONTROL

- Store all RCA Forms electronically within Corporate EHS Database.
- Retain for five (5) years per Records Management Policy (STV-GOV-POL-011).
- Link RCA number to corresponding Incident Report (STV-QHSE-18A) and CAR number.

APPROVAL

Role	Name	Title	Signature	Date
Prepared By	[PREPARED BY]	[TITLE]		
Reviewed By	[QUALITY / HSE MANAGER]	[TITLE]		
Approved By	Michael Gaya	President		

This document is reviewed at least annually, or upon significant organizational, legal or operational change, and re-issued under document control per STV-GOV-POL-011.