



**SAFETY AND SECURITY OVERSIGHT PROGRAM
CHECKLIST FOR REVIEWING FGTS INVESTIGATION
PROCEDURES**

**SSO-07
03-06**

FGTS:	Date Submitted:
Procedure/Document Title:	Reviewer(s):
Requirement	Comments
Clearly defined policies and criteria for conducting investigations (reportable, major, and minor)	
Identity of person(s) and departments responsible for investigations	
Description of investigative techniques utilized (e.g., one-person, standing team, ad hoc team)	
Notification procedures: <ul style="list-style-type: none"> • Internal • External 	
Description of investigative procedures utilized while performing on-site investigation: <ul style="list-style-type: none"> • Conducting interviews • Creating diagrams, taking photos • Collecting, preserving and analyzing data 	
Accident/Incident Investigations: <ul style="list-style-type: none"> • Summary • Methodology • Discussion of events • Conclusions/findings • Recommendations • Corrective actions • Status reports 	
Are Investigation Procedures for Hazard Conditions included in this Procedure? If not, has separate Hazard Investigation Procedures been provided?	
Hazard Conditions Investigations:	



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Requirement	Comments
<ul style="list-style-type: none">• Summary• Methodology• Discussion of events• Conclusions/findings• Recommendations• Corrective actions• Status reports	

This Investigation Procedure is:
____ Approved and Adopted
____ Not Approved or Adopted

Comments:

Reviewed By: _____ **Date:** _____

Approved and Adopted By: _____ **Date:** _____