



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

**SSO-08  
03-06**

<b>FGTS:</b>	<b>Date Submitted:</b>
<b>Event Date/Description:</b>	<b>Reviewer(s):</b>
<b>Investigation Report</b>	<b>Comment</b>
<b>Summary</b>	
<b>Facts/Sequence of Events</b> <ul style="list-style-type: none"><li>▪ Location of reportable event and/or hazard</li><li>▪ Injuries to persons</li><li>▪ Other damage</li><li>▪ Operator information</li><li>▪ Train information, including method of operation</li><li>▪ Weather conditions</li><li>▪ Other environmental factors</li><li>▪ Fire</li><li>▪ Tests and research</li><li>▪ Other information</li></ul>	
<b>Analysis</b> <ul style="list-style-type: none"><li>▪ Are analytic methods and results identified?</li><li>▪ Does analysis support inferences and guide judgment by validity, consistency and logic?</li><li>▪ Have facts, conditions, circumstances and inferences been properly reviewed and evaluated</li><li>▪ Were people, procedures, equipment, facilities, and environmental factors considered in the analysis?</li></ul>	
<b>Recommendations</b> <ul style="list-style-type: none"><li>▪ Are they feasible and supported by findings?</li><li>▪ Are they itemized/specific enough to facilitate corrective actions?</li><li>▪ Are they directed toward correcting a particular area and assigned to specific individuals and/or departments for action?</li><li>▪ Do they establish specific target dates on a schedule for implementation or completion?</li></ul>	
<b>Appendices</b>	



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<ul style="list-style-type: none"><li>▪ Supporting documentation</li><li>▪ Drawings, photographs</li><li>▪ Interviews</li><li>▪ Other (specify)</li></ul>	
<b>This Investigation Report is:</b> _____ Approved and Adopted  _____ Not approved or adopted, additional requirements specified below	
<b>Comments/Requirements:</b> _____ _____	
<b>Reviewed By:</b>	<b>Date:</b>
<b>Approved By:</b>	<b>Date:</b>