**Incident Number:**

1. Identify any potential Pre-Cursers \* 2) Complete Contributing Factors Sheet (page 2)

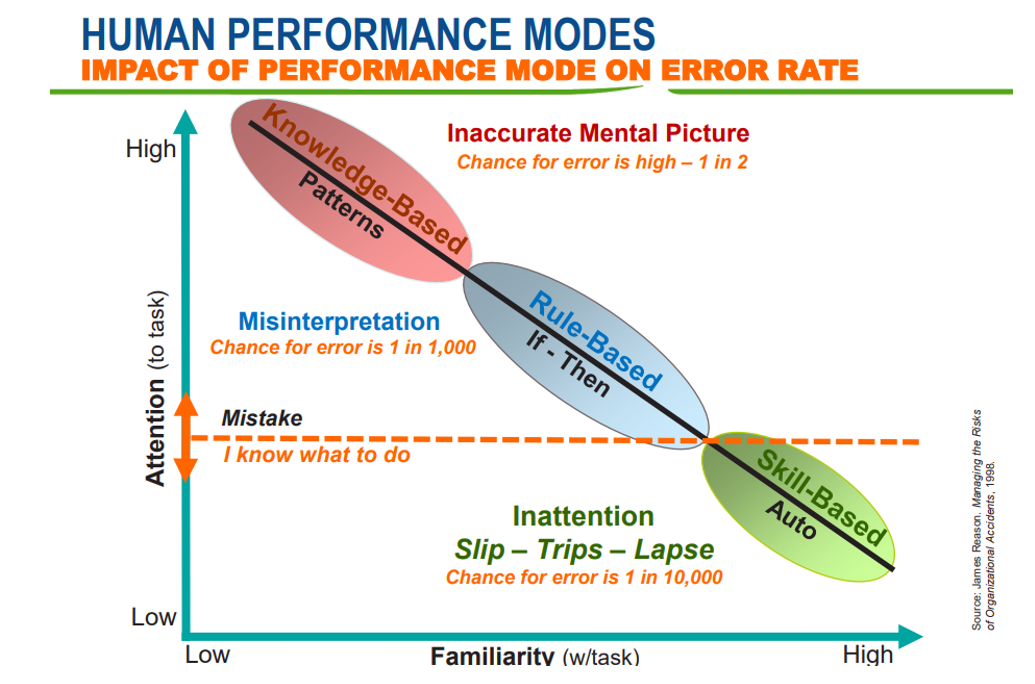
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| **TASK DEMANDS (TD)** | Image result for check mark | **INDIVIDUAL CAPABILIITES (IC)** | Image result for check mark |
| TD1 – Time Pressure (rushing) |  | IC1 – Unfamiliarity with task / First Time |  |
| TD2 – High Workload (memory requirements) |  | IC2 – Lack of Knowledge (mental model) |  |
| TD3 – Simultaneous, Multiple Tasks |  | IC3 –New Techniques not used before |  |
| TD4 – Repetitive Actions / Monotony |  | IC4 – Imprecise communication habits |  |
| TD5 – Irreversible Actions |  | IC5 – Lack of proficiency / Inexperience |  |
| TD6 – Interpretation Requirements |  | IC6 – Unsystematic problem-solving skills |  |
| TD7 – Unclear goals, roles or responsibilities |  | IC7 – Illness or Fatigue |  |
| TD8 – Lack of or clear unclear standards |  |  |  |

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| **WORK ENVIRONMENT (WE)** | Image result for check mark | **HUMAN NATURE (HN)** | Image result for check mark |
| WE1 – Distractions / Interruptions |  | HN1 – Stress |  |
| WE2 – Changes / Departures from routine |  | HN2 – Habit Patterns |  |
| WE3 – Confusing procedures / Vague guidance |  | HN3 –Assumptions Made |  |
| WE4 – Confusing Displays / Controls |  | HN4 – Complacency / Overconfidence |  |
| WE5 – Work Around / OOS instrumentation |  | HN5 – Mind Set (intention) |  |
| WE6 – Hidden System Response |  | HN6 – Inaccurate Risk perception |  |
| WE7 – Unexpected Equipment Conditions |  | HN7 – Mental shortcut (Biases) |  |
| WE8 – Lack of Proper Tools, Procedures, etc |  | HN8 – Limited Short-term memory |  |

\* Pre-curser is an unfavorable factor that can increase the chances of error during the performance of a specific task.

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| **Did event involve issues with:** | **What was the issue?** | **Why did the issue occur?** |
| Design or Construction | Design Input or Output not adequate  Design Documentation not adequate |  |
| Design Implementation / Verification  Operability of design / Environment |  |
| Material or Equipment | Calibration not adequate  Periodic maintenance not adequate  Inspection / Testing not adequate |  |
| Material Control not adequate  Procurement Control not adequate  Defective, failed or contaminated |  |
| Human Performance | Skill Based Error  Rule Based Error |  |
| Knowledge Based Error  Work Practices not adequate |  |
| Management Systems | Management Methods  Resource Management  Work Organization and Planning |  |
| Supervisory Methods  Change Management |  |
| Communication | Written communication not adequate  Communication content not adequate |  |
| Written communication not used  Verbal Communication not adequate |  |
| Training | No training provided  Training Methods not adequate  Training Material not adequate |  |
| Other Issues | External Phenomenon  No cause is applicable |  |

|  |  |
| --- | --- |
| Completed by: | Date: |



 **Skill mode** - Actions associated with highly practiced actions in a familiar situation usually executed from memory. Because the worker is highly familiar with the task, little attention is required, and the worker can perform the task without significant conscious thought. This mode is very reliable, with infrequent errors on the order of 1 in every 10,000 iterations of the task.

 **Rule mode** - Actions based on selection of written or *stored rules* derived from one’s recognition of the situation. The worker is familiar with the task and is taking actions in response to the changing situation. Errors are more frequent, on the order of 1 in 1,000, and are due to a misrepresentation of either the situation or the correct response.

 **Knowledge mode** - Actions in response to an unfamiliar situation. This could be new task or a previously familiar task that has changed in an unanticipated manner. Rather than using known rules, the worker is trying to reason or even guess their way through the situation. Errors can be as frequent as 1 in 2, literally a coin flip.