

# TapRoot® 7-Step Major Investigation Process

| Phases   | Steps  | Tools  |
|--|--|--|
| <div>Plan</div> <div>↓</div> <div>Investigate</div> <div>↓</div> <div>Analyze</div> <div>↓</div> <div>Fix</div> <div>↓</div> <div>Report</div> | 1. Plan Your Investigation                         | <b>SnapCharT®</b><br><i>Root Cause Tree®</i><br><i>Equifactor®</i>               |
|  | 2. Determine What Happened<br>(Sequence of Events) | <b>SnapCharT®</b><br><i>Equifactor®</i><br><i>CHAP</i><br><i>Change Analysis</i> |
|  | 3. Define Causal Factors                           | <b>SnapCharT®</b><br><b>Safeguard Analysis</b>                                   |
|  | 4. Analyze Each Causal Factor's<br>Root Causes     | <b>Root Cause Tree®</b>  |
|  | 5. Analyze Each Root Cause's<br>Generic Causes     | <b>Corrective Action Helper®</b>   |
|  | 6. Develop Fixes                                   | <b>Corrective Action Helper®</b><br><i>Safeguard Analysis</i><br><b>SMARTER</b>  |
|  | 7. Present/Report for Approval                     | <b>SnapCharT®</b>  |

# Tap Root Investigation Training Manual

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Meiers, Yusra Visser**



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