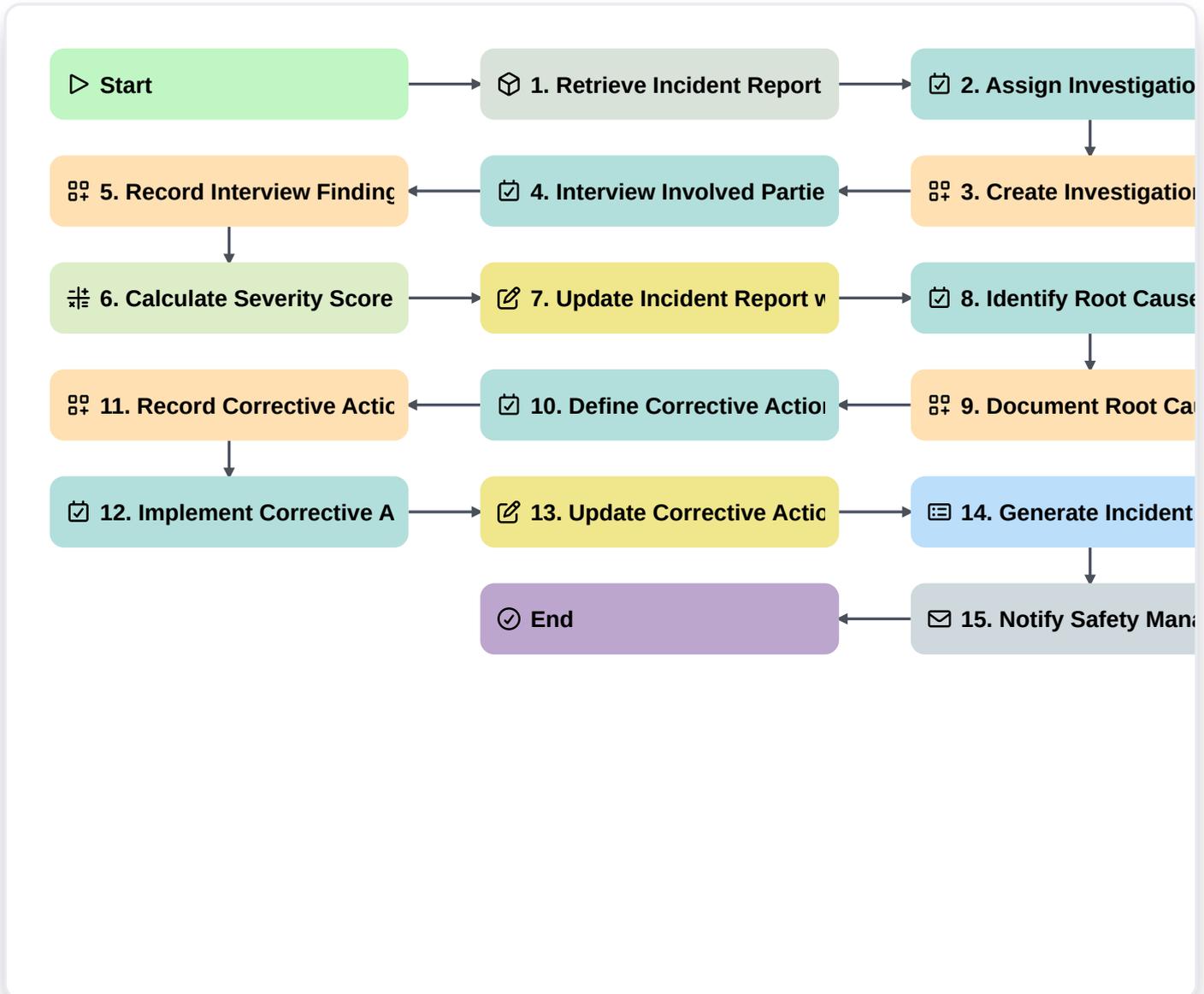# ◉ ChecklistGuro

Manufacturing Safety Incident Reporting Workflow

▷ Start
Start of the Workflow/Process.

◈ 1. Retrieve Incident Report Details
Fetch initial incident report details from the Incident Report Data Model.

☑ 2. Assign Investigation Team
Create a task to assign a team to investigate the incident.

⊞ 3. Create Investigation Log Entry
Create an entry in the Investigation Log Data Model to record initial actions.

☑ 4. Interview Involved Parties
Create tasks to interview individuals involved in the incident.

⊞ 5. Record Interview Findings
Create entries to record findings from each interview within the Investigation Log Data Model.

6. Calculate Severity Score

Calculate a severity score based on predefined criteria (injury, equipment damage, downtime).

7. Update Incident Report with Severity

Update the Incident Report Data Model with the calculated severity score.

8. Identify Root Cause

Create a task to determine the root cause of the incident.

9. Document Root Cause Analysis

Create an entry in the Investigation Log Data Model detailing the root cause analysis findings.

10. Define Corrective Actions

Create a task to define and assign corrective actions to prevent recurrence.

11. Record Corrective Actions Plan

Create an entry to document the plan of corrective actions, their owners and deadlines.

12. Implement Corrective Actions

Create tasks to track implementation of the corrective actions.

13. Update Corrective Actions Status

Update the status of corrective actions in the data model.

14. Generate Incident Report Summary

Create a summary report of the entire incident, including findings and corrective actions.

15. Notify Safety Manager

Send an email notification to the Safety Manager with the generated incident report.

End

Start of the Workflow/Process.