**fountain** quick reference

# The Investigation Team Leader

If you are the Investigation Team Leader, you must follow these ten steps.

REMEMBER: These are just the basic steps. For more detailed instructions, view the Help in the application.

## Ten steps of an Investigation Team Leader

1. Review the Incident, Consequence, and Emergency Response records.
2. Using the RAM, determine the level of investigation needed.
3. Conduct the investigation.
4. On the Investigation record, enter the immediate causes. If you conducted a formal investigation, enter the underlying causes.
5. Attach your investigation report.
6. Change the status of the Investigation record to In Review.
7. If needed, create Action Item records to correct problems found during the investigation.
8. If you investigated a Significant Incident, make recommendations for the Incident Review.
9. After the review, create any needed Action Items.
10. Change the status of the Investigation record to Accepted.