

# SOP: Post-incident Debriefing and Review Processes

This SOP details the **post-incident debriefing and review processes**, focusing on systematic evaluation of incidents, gathering feedback from involved personnel, identifying root causes, assessing response effectiveness, and implementing corrective actions. The goal is to enhance organizational learning, improve safety protocols, and prevent recurrence of similar incidents through thorough analysis and collaborative review.

## 1. Purpose

To provide a structured approach for debriefing and reviewing incidents, ensuring comprehensive analysis, learning, and continual improvement in safety and operational protocols.

## 2. Scope

This SOP applies to all employees and teams involved in incident response and management across the organization.

## 3. Responsibilities

- **Incident Manager:** Facilitates the debrief and review meetings, documents findings and ensures follow-up on corrective actions.
- **Team Leads/Supervisors:** Coordinate attendance, support in root cause analysis, and oversee implementation of post-review actions.
- **Involved Personnel:** Participate openly in debriefs, provide feedback, and contribute recommendations.
- **Safety/Compliance Officer:** Monitors for compliance with SOP, provides expertise in risk management and preventive strategies.

## 4. Definitions

- **Incident:** Any unplanned event that results in or could have resulted in injury, damage, or disruption to operations.
- **Debrief:** A structured meeting following an incident to discuss what occurred, what worked well, and what can be improved.
- **Review:** Systematic evaluation of all aspects of the incident for root cause analysis and lessons learned.

## 5. Procedure

1. **Incident Notification & Recording**
  - Ensure all incidents are reported and logged immediately as per incident reporting procedures.
2. **Debriefing Schedule**
  - Conduct a debrief within 24-72 hours post-incident, involving key personnel and witnesses.
3. **Facilitated Debrief Session**
  - Review the incident timeline, facts, actions taken, and outcomes.
  - Encourage open, blame-free discussion to capture all perspectives.
4. **Feedback Gathering**
  - Distribute feedback forms or conduct structured interviews with involved staff for additional insights.
5. **Root Cause Analysis**
  - Utilize tools such as "5 Whys", Fishbone Diagram, or other RCA methodologies to determine underlying causes.
6. **Assessment of Response Effectiveness**
  - Evaluate the adequacy and timeliness of incident response actions.
7. **Action Planning**
  - Identify corrective and preventive actions with responsible persons and deadlines.
8. **Documentation**
  - Record findings, action items, and lessons learned in the incident management system.

9. **Follow-up & Review**
- Track implementation of actions and review effectiveness in subsequent safety meetings.

## 6. Documentation

- Incident Report Forms
- Debrief and Review Meeting Minutes
- Root Cause Analysis Reports
- Corrective Action Log

## 7. Related Policies & References

- Incident Reporting Policy
- Occupational Health and Safety Procedures
- Continuous Improvement Policy

## 8. Revision History

Date	Revision	Description	Author
2024-06-18	1.0	Initial release	Compliance Dept.