



*Training Course:
Incident Investigation & Reporting*

*25 August - 5 September 2025
Barcelona (Spain)
Grupotel Gran Via 678*

Training Course: Incident Investigation & Reporting

Training Course code: MA236114 From: 25 August - 5 September 2025 Venue: Barcelona (Spain) - Grupotel Gran Via 678
Training Course Fees: 9000 € Euro

Introduction

Incident investigation and reporting are essential tools for maintaining a safe workplace, uncovering root causes, and preventing recurrence. This 10-day in-depth program by Global Horizon Training Center equips participants with structured methodologies, practical skills, and compliance knowledge needed to conduct thorough investigations and write actionable reports.

Target Audience

- Safety Officers
- Incident Investigators
- Supervisors and Managers
- Human Resources Personnel
- Health and Safety Committee Members
- Compliance and Legal Personnel

Objectives

- Understand the comprehensive incident investigation process
- Master techniques for evidence gathering, documentation, and analysis
- Identify and differentiate between root causes and contributing factors
- Learn to write professional and effective incident reports
- Develop and implement corrective and preventive action plans CAPA
- Ensure compliance with national and international legal requirements
- Improve safety culture and reduce operational risks

Outline

Day 1: Fundamentals of Incident Investigation

- Introduction to Incident Investigation
- Goals and significance of investigation
- Key definitions and terminology
- Ethical considerations

Day 2: Regulatory and Legal Framework

- National labor and safety laws
- International standards OSHA, ISO 45001
- Legal responsibilities of investigators
- Incident classifications and reporting obligations

Day 3: Investigation Planning & Team Formation

- Immediate response after an incident
- Securing the scene
- Assigning roles and responsibilities in the investigation team
- Investigation planning checklist

Day 4: Evidence Collection Principles

- Collecting physical, documentary, and testimonial evidence
- Using tools: checklists, evidence tags, photos
- Maintaining chain of custody
- Managing sensitive and confidential information

Day 5: Witness Interview Techniques

- Planning interviews
- Conducting fair and unbiased interviews

- Dealing with stress, trauma, or reluctance
- Documentation and verification of testimonies

Day 6: Scene Documentation and Technology Tools

- Site sketches, measurements, and photography
- Use of digital tools CCTV footage, drone footage, etc.
- Creating comprehensive evidence packages

Day 7: Root Cause Analysis RCA

- Immediate vs underlying causes
- RCA tools: 5 Whys, Fishbone Diagram, FTA
- Selecting the appropriate method
- Practical application exercises

Day 8: Report Writing Skills

- Anatomy of a professional incident report
- Describing events objectively and clearly
- Highlighting evidence-based conclusions
- Avoiding legal pitfalls in documentation

Day 9: Corrective & Preventive Actions CAPA

- Identifying appropriate actions
- Risk-based prioritization of actions
- Follow-up mechanisms and accountability
- Integrating lessons learned into safety systems

Day 10: Presentation, Review, and Final Assessment

- Participant presentations of case study investigations
- Peer and trainer feedback

- Final written assessment
- Open Q&A and action plan development for workplace application

Registration form on the Training Course: Incident Investigation & Reporting

Training Course code: MA236114 From: 25 August - 5 September 2025 Venue: Barcelona (Spain) - Grupotel Gran Via 678 Training Course Fees: 9000 € Euro

Complete & Mail or fax to Global Horizon Training Center (GHTC) at the address given below

Delegate Information

Full Name (Mr / Ms / Dr / Eng):
Position:
Telephone / Mobile:
Personal E-Mail:
Official E-Mail:

Company Information

Company Name:
Address:
City / Country:

Person Responsible for Training and Development

Full Name (Mr / Ms / Dr / Eng):
Position:
Telephone / Mobile:
Personal E-Mail:
Official E-Mail:

Payment Method

- ☐ Please find enclosed a cheque made payable to Global Horizon
- ☐ Please invoice me
- ☐ Please invoice my company

Easy Ways To Register

Telephone:
+201095004484 to
provisionally reserve your
place.

Fax your completed
registration
form to: +20233379764

E-mail to us :
info@gh4t.com
or training@gh4t.com

Complete & return the
booking form with cheque
to: Global Horizon
3 Oudai street, Aldouki,
Giza, Giza Governorate,
Egypt.