



QUALITY

(QIEP) Cat 1 NCR – Incident Investigation Report

To be used in accordance with: [Incident Investigation and Quality Incident Event Process \(QIEP\) Procedure CRL1-XRL-O4-GPD-CR001-50028](#)

(Part 1 – Initial Review)

Incident Date:		Time:		(QIEP) Report Number:	
Contract Number:		Location:		NCR Number:	
Contractor & Sub-Contractor:					
Contact Name / Number:				Incident Type:	

Incident Description:

Incident Photographs:

Date:		Time:		Location:	
Name of (QIEP) Panel Reps Present:	Position:		Company:		

Full details of the incident:

Controls that might have failed leading to the incident that may need to be communicated more widely across Crossrail

Confirm that necessary immediate steps have been taken to prevent further issues.

Confirm that necessary immediate steps have been taken to enable work to restart.

Confirm that an adequate investigation Terms of Reference has been set and if necessary to insist on other elements to be considered as part of the Spot-On or equivalent process.

Confirm that adequate resources have been made available to complete the investigation and agree timescales for its completion.

Actions Required:			
1.			
2.			
3.			
4.			
Quality Alert Required:	Yes / No	CRL_Quality@tfl.gov.uk	Intended Audience:
Investigation Remit: (Identify specific issues that need to be addressed during the investigation; confirm resources and timescale to complete investigation)			

Learning Legacy Document

(Part 2 – Follow Up)					
Date:		Time:		Location:	
Name of (QIEP) Panel Reps Present:		Position:		Company:	
Ensure a clear understanding of the investigation findings.					
Confirm that the investigation has been completed to a satisfactory standard.					
Confirm that any resultant actions have been adequately resourced to be achieved within acceptable timescales					
Agree any follow up actions that may be required both for the contracting organisation and throughout Crossrail					
Confirm the Crossrail Time and Cost Implications: (How much time/cost was incurred by conducting the review)					
Follow Up Actions Required:					
1.					
2.					
3.					
4.					
Review at QFM:	Yes / No	If Yes, state review date:			