



TapRoot® VI CAH

Users can find the CAH when creating a Corrective Action after you have identified a Causal Factor and analyzed the CF with a Root Cause Tree®

After analyzing all the identified Causal Factors with the Root Cause Tree<sup>®</sup>, the software will ask the user if they are ready to move onto the **Fix** stage. Once the user selects **YES**, the software will advance to the **Fix** phase as seen below. Users can now select the **Add Corrective Action** option below.

The screenshot displays the TapRoot software interface. At the top, there are navigation tabs: 'Incident', 'Investigation', and 'Action Plan'. The 'Action Plan' tab is highlighted with a red circle. Below these tabs is a secondary set of tabs: 'Details', 'Team Members', 'Attachments', and 'Corrective Actions'. The 'Corrective Actions' tab is also highlighted with a red circle. The main content area is titled 'Create SMARTER Corrective Actions'. It features a vertical list of phases on the left: 'Plan' (checked), 'Investigate' (checked), 'Analyze' (checked), 'Fix' (with a right-pointing arrow), and 'Report'. The 'Fix' phase is currently active. To the right of the 'Fix' phase, a step is shown: '6 Develop fixes using SMARTER and Corrective Action Helper®'. Below this step, there is a link to 'View SnapCharT®'. At the bottom left of the interface, there is a button labeled '+ Add Corrective Action', which is highlighted with a red circle.

Corrective Action Name\*  ?

SPECIFIC: In detail, describe a Corrective Action. ?

Corrective Action\*

TIMELY: Select a Due Date for implementation of the Corrective Action. ?

Due Date\*

ACCOUNTABLE: Select the Person Responsible to implement the Corrective Action. ?

Person Responsible\*

The green check mark indicates that the Causal Factor has been analyzed using the Root Cause Tree.

Addressed by Corrective Action  Not Addressed by Corrective Action

Causes to Address with this Corrective Action

CAUSAL FACTOR: ABC  
  no preparation (ROOT CAUSE) ?

"!" Warns the user that the Root Cause has not been linked to a Corrective Action. To link a Root Cause to this action, select the check box next to the appropriate cause(s).

Click on the light bulb to read the Corrective Action Helper suggestions. From here the user can also copy and paste the text to add to the Corrective Action.

CAUSAL FACTOR: 123  
  details need improvement (ROOT CAUSE) ?  
  graphics need improvement (ROOT CAUSE) ?  
  Generic Cause for details need improvement is not identified.(GENERIC CAUSE) ?  
  Procedures can also have too much detail. Too much information included in a action steps can cause procedures users to stop using the procedure or to skim over important information. If this is the problem, consider revising the procedure to provide the right level of detail. You may also consider providing a dual column format with a summary of the actions in one column and the detailed steps in another.(GENERIC CAUSE) ?

Here is an example of suggestions for the Root Cause No Procedure when clicking on the light bulb.

**no procedure** ✕

**Check:** Your analysis has shown that there was no procedure to perform this work, and you have decided that using a good procedure would improve performance of this task.

**Ideas:**

1. Before using a weaker safeguard such as a procedure to correct the issue, you should also consider using the Safeguards hierarchy by removing the hazard, removing the target from the hazardous situation, or guarding the person or target from the hazard.
2. You should consider recommending the development of a procedure to perform this task because procedures can help people perform more reliably. However, not all tasks are improved by procedures.

# Questions about the TapRoot® Software?

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