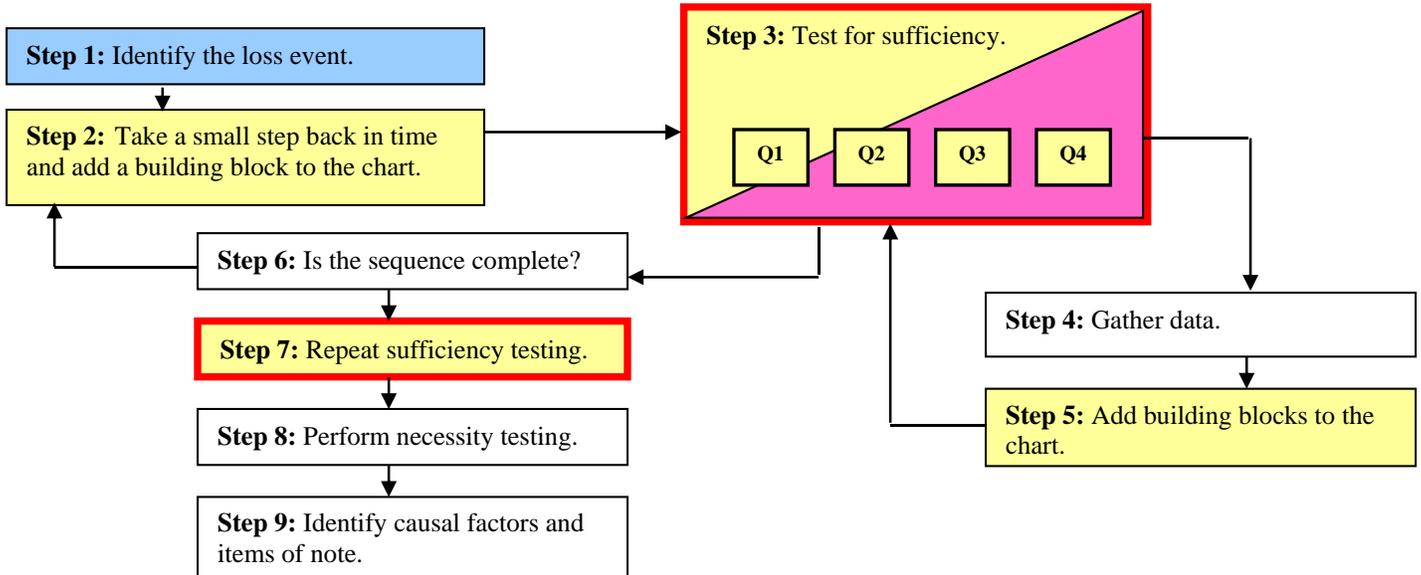


Procedure for Creating a Causal Factor Chart



For Each Building Block You Create, Ask Yourself:

STEPS 1, 2, 3, 5 and 7:

1. **Is it a complete sentence?**
2. **Is it only one idea?**
 - Avoid Using: and, but, or, because, then, that resulted in, as a result of, when, and after.
3. **Is it specific:**
 - a. Who
 - b. What
 - c. Where
 - d. When
 - e. How
 - f. How many
4. **Did you document the data source?**
 - Use initials for a person's name (Chuck Norris = CN)
 - Logical Conclusion = LC
 - Observation = OBS

STEP 3 and 7: Is it Sufficient?

Q1 Why did the event or condition occur? Identify the most immediate causes only.

Q2 If the causes identified from Q1 occur, will the event or condition **ALWAYS** occur? Perform a logic test on the causes identified from Q1.

Q3 Are there any safeguards that should have prevented the event or condition from occurring? Any missing safeguards? (This question is irrelevant if the event or condition is desirable)

Q4 Are there any other potential causes of the event or condition?

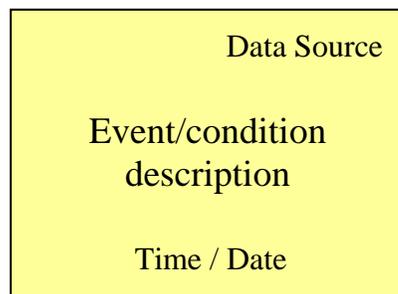
Chronological Order →

Above Main Event Line:

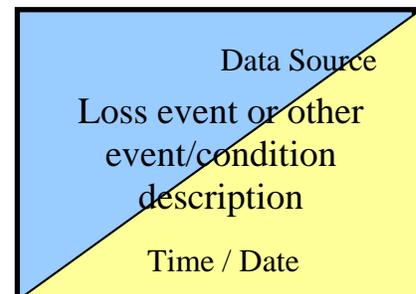
Answers to the question "WHY?" can go above the main event line or before building block on the main event line.

Below Main Event Line:

Building blocks with extra information go below the main event line.



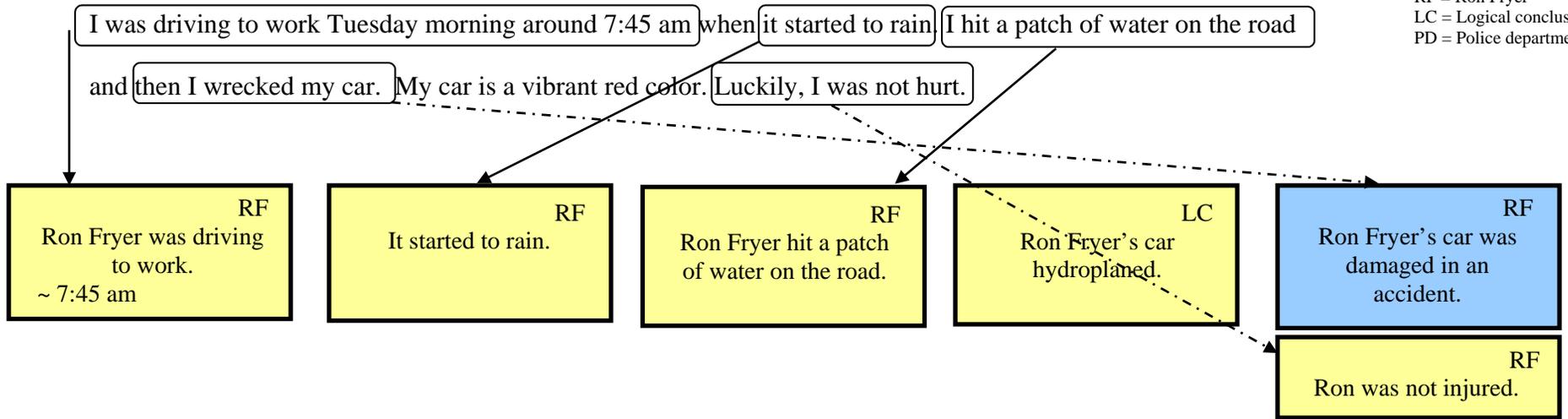
Take a small step back in time to build the chart.



Building a Causal Factor Chart from Witness Statements:

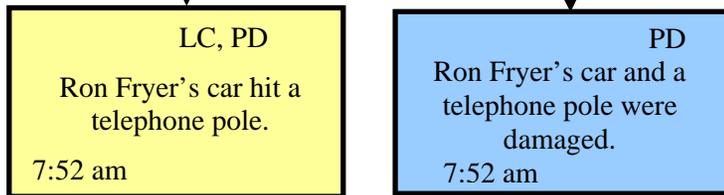
Notes from an interview with Ron Fryer:

Data Sources
 RF = Ron Fryer
 LC = Logical conclusion
 PD = Police department



Notes from an interview with the Police Department:

The telephone pole and Mr. Fryer's car were damaged in an accident that occurred at 7:52



Combining the Two Interviews:

