



Factors Analysis Worksheet

Deliberate Act

Was the damage or injury/illness caused by a person who knowingly and willfully deviated from a CAP directive or who deliberately intended to cause harm or damage? Y N

If "Yes," contact your safety officer or commander for instructions

Natural Disaster

Was a natural disaster the predominant factor that led to actual or potential damage or injury/illness? Y N

What was the natural disaster?

- Thunderstorm/Lightning
- Tornado
- Hurricane
- Ice Storm
- Strong Straight-Line Winds
- Earthquake
- Flood
- Wildfire
- Other

Additional Details

FACILITY

- Facility not a factor
- Facility does not exist
- Facility used improperly
- Facility space inadequate
- Facility storage/organization inadequate

Equipment Difficulty

Was equipment difficulty a factor that led to or could have led to damage or injury/illness? Y N

NOTE: Do not use this category unless the difficulty caused damage to the aircraft, vehicle, or equipment, or resulted in an injury or illness.

What contributed the equipment difficulty?

- Defective part
- Mechanical failure

Additional details

EQUIPMENT/TOOLS

- Equipment/Tools condition inadequate
- Equipment/Tools malfunction/failure



Factors Analysis Worksheet

Performance			
Were specific actions performed in a manner that led to or could have resulted in an unsafe outcome? <input type="checkbox"/> Y <input type="checkbox"/> N			
Question	Answer	Cause Category and Causal Factors	Justification What actions or decisions led to the outcome? What thinking or logic led to the actions or decisions? What other considerations led to the actions or decisions?
Operation of Equipment: Did an individual's movements inadvertently activate or deactivate equipment, controls, or switches when there is no intent to operate them?	<input type="checkbox"/> Y <input type="checkbox"/> N	TRAINING <input type="checkbox"/> Training not a factor <input type="checkbox"/> Training does not exist <input type="checkbox"/> Training not received <input type="checkbox"/> Training content inadequate <input type="checkbox"/> Training standardization or delivery inadequate <input type="checkbox"/> Training frequency inadequate	
Control of aircraft/vehicle/system: Did an individual respond to conditions by either over- or undercontrolling the aircraft/vehicle/system?	<input type="checkbox"/> Y <input type="checkbox"/> N	LABELS/PLACARDS/SIGNS <input type="checkbox"/> Labels/placards/signs not a factor <input type="checkbox"/> Labels/placards/signs not followed/Followed incorrectly <input type="checkbox"/> Labels/placards/signs do not exist <input type="checkbox"/> Labels/placards/signs content inadequate	



Factors Analysis Worksheet

<p>Visual Scan: Did the individual make an error in executing visual scan patterns?</p>	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Labels/placards/signs condition inadequate <input type="checkbox"/> Labels/placards/signs placement or visibility inadequate EQUIPMENT/TOOLS <input type="checkbox"/> Equipment/tools not a factor <input type="checkbox"/> Equipment/Tools not used or used incorrectly <input type="checkbox"/> Equipment/Tools do not exist <input type="checkbox"/> Equipment/Tools inadequate for task	
<p>Speed of task accomplishment: Did an individual take the necessary action as dictated by the situation but perform these actions too quickly or too slowly?</p>	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Equipment/Tools condition inadequate <input type="checkbox"/> Equipment/Tools malfunction/failure <input type="checkbox"/> Equipment/Tools ergonomics inadequate PROCEDURES/CHECKLISTS <input type="checkbox"/> Procedures/checklists not a factor <input type="checkbox"/> Procedures/Checklists not followed/Followed incorrectly <input type="checkbox"/> Procedures/Checklists do not exist <input type="checkbox"/> Procedures/Checklists access inadequate <input type="checkbox"/> Procedures/Checklists content or sequence inadequate <input type="checkbox"/> Procedures/Checklists format inadequate	



Factors Analysis Worksheet

	<p><input type="checkbox"/> Procedures/Checklists condition inadequate</p> <p>COMMUNICATION</p> <p><input type="checkbox"/> Communication not a factor</p> <p><input type="checkbox"/> Communication content or clarity inadequate</p> <p><input type="checkbox"/> Communication timeliness inadequate</p> <p><input type="checkbox"/> Communication frequency inadequate</p> <p><input type="checkbox"/> Communication means inadequate</p> <p><input type="checkbox"/> Communication distribution inadequate</p> <p>REGULATION/STANDARDS/GUIDANCE</p> <p><input type="checkbox"/> Regulation/Standards/Guidance not a factor</p> <p><input type="checkbox"/> Regulation/Standards/Guidance not followed/followed incorrectly</p> <p><input type="checkbox"/> Regulation/Standards/Guidance does do not exist</p> <p><input type="checkbox"/> Regulation/Standards/Guidance content inadequate</p> <p><input type="checkbox"/> Regulation/Standards/Guidance restrictiveness inadequate</p> <p><input type="checkbox"/> Regulation/Standards/Guidance access availability inadequate</p> <p><input type="checkbox"/> Regulation/Standards/Guidance out of date</p>	
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Factors Analysis Worksheet

		<p>HOUSEKEEPING</p> <p><input type="checkbox"/> Housekeeping not a factor</p> <p><input type="checkbox"/> Housekeeping not followed/ followed incorrectly</p> <p><input type="checkbox"/> Housekeeping does not exist</p> <p><input type="checkbox"/> Housekeeping content/clarity inadequate</p> <p><input type="checkbox"/> Housekeeping availability/access inadequate</p> <p>FACILITY</p> <p><input type="checkbox"/> Facility not a factor</p> <p><input type="checkbox"/> Facility does not exist</p> <p><input type="checkbox"/> Facility used improperly</p> <p><input type="checkbox"/> Facility space inadequate</p> <p><input type="checkbox"/> Facility storage/organization inadequate</p> <p>SUPERVISION</p> <p><input type="checkbox"/> Supervision not a factor</p> <p><input type="checkbox"/> Supervision not provided</p> <p><input type="checkbox"/> Supervision does not exist</p> <p><input type="checkbox"/> Supervision best practices not followed</p> <p><input type="checkbox"/> Supervision oversight ratio inadequate</p> <p><input type="checkbox"/> Supervision intervention timeliness inadequate</p>	
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Factors Analysis Worksheet

	<input type="checkbox"/> Supervision assignment beyond member ability	
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Factors Analysis Worksheet

Judgment and Decision-Making

Did choosing and taking a course of action that was inadequate or inappropriate for the situation lead to or could have resulted in an unsafe outcome? Y N

Question	Answer	Cause Category and Causal Factor	Justification
Real-Time Risk Assessment: Did an individual make an error in evaluating risks in real-time?	<input type="checkbox"/> Y <input type="checkbox"/> N	TRAINING <input type="checkbox"/> Training not a factor <input type="checkbox"/> Training does not exist	
Prioritization of tasks: Did an individual make an error in prioritizing tasks needed to manage a situation?	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Training not received <input type="checkbox"/> Training content inadequate <input type="checkbox"/> Training standardization or delivery inadequate	
Caution/Warning comprehension: Did an individual perceive but ignore a caution or warning?	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Training frequency inadequate LABELS/PLACARDS/SIGNS <input type="checkbox"/> Labels/placards/signs not a factor	
Choice of action during an operation: Did an individual select an ineffective/incorrect course of action?	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Labels/placards/signs not followed/Followed incorrectly <input type="checkbox"/> Labels/placards/signs do not exist <input type="checkbox"/> Labels/placards/signs content inadequate <input type="checkbox"/> Labels/placards/signs condition inadequate <input type="checkbox"/> Labels/placards/signs placement or visibility inadequate EQUIPMENT/TOOLS <input type="checkbox"/> Equipment/tools not a factor <input type="checkbox"/> Equipment/Tools not used or used incorrectly <input type="checkbox"/> Equipment/Tools do not exist	



Factors Analysis Worksheet

	<input type="checkbox"/> Equipment/Tools inadequate for task <input type="checkbox"/> Equipment/Tools condition inadequate <input type="checkbox"/> Equipment/Tools malfunction/failure <input type="checkbox"/> Equipment/Tools ergonomics inadequate PROCEDURES/CHECKLISTS <input type="checkbox"/> Procedures/checklists not a factor <input type="checkbox"/> Procedures/Checklists not followed/Followed incorrectly <input type="checkbox"/> Procedures/Checklists do not exist <input type="checkbox"/> Procedures/Checklists access inadequate <input type="checkbox"/> Procedures/Checklists content or sequence inadequate <input type="checkbox"/> Procedures/Checklists format inadequate <input type="checkbox"/> Procedures/Checklists condition inadequate COMMUNICATION <input type="checkbox"/> Communication not a factor <input type="checkbox"/> Communication content or clarity inadequate <input type="checkbox"/> Communication timeliness inadequate	
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Factors Analysis Worksheet

	<p> <input type="checkbox"/> Communication frequency inadequate <input type="checkbox"/> Communication means inadequate <input type="checkbox"/> Communication distribution inadequate </p> <p> REGULATION/STANDARDS/GUIDANCE <input type="checkbox"/> Regulation/Standards/Guidance not a factor <input type="checkbox"/> Regulation/Standards/Guidance not followed/followed incorrectly <input type="checkbox"/> Regulation/Standards/Guidance does not exist <input type="checkbox"/> Regulation/Standards/Guidance content inadequate <input type="checkbox"/> Regulation/Standards/Guidance restrictiveness inadequate <input type="checkbox"/> Regulation/Standards/Guidance access availability inadequate <input type="checkbox"/> Regulation/Standards/Guidance out of date </p> <p> HOUSEKEEPING <input type="checkbox"/> Housekeeping not a factor <input type="checkbox"/> Housekeeping not followed/followed incorrectly <input type="checkbox"/> Housekeeping does not exist <input type="checkbox"/> Housekeeping content/clarity inadequate </p>	
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Factors Analysis Worksheet

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Factors Analysis Worksheet

Regulatory Deviations			
Did an intentional deviation from defined rules, standards, and/or instructions lead to an actual or potential unsafe outcome? <input type="checkbox"/> Y <input type="checkbox"/> N			
Question	Answer	Cause Category and Causal Factor	Justification
Work-Around: Did an individual, crew, or team determine that a deviation was the best course of action based on the situation?	<input type="checkbox"/> Y <input type="checkbox"/> N	TRAINING <input type="checkbox"/> Training not a factor <input type="checkbox"/> Training does not exist <input type="checkbox"/> Training not received <input type="checkbox"/> Training content inadequate	
Routine Deviation: Did an individual, crew, or team deviate from a rule, standard, or instruction because it was accepted practice to do so?	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Training standardization or delivery inadequate <input type="checkbox"/> Training frequency inadequate	
Exceptional Deviation: Did an individual, crew, or team intentionally deviate from a rule, standard, or instruction without a need to do so?	<input type="checkbox"/> Y <input type="checkbox"/> N	LABELS/PLACARDS/SIGNS <input type="checkbox"/> Labels/placards/signs not a factor <input type="checkbox"/> Labels/placards/signs not followed/Followed incorrectly <input type="checkbox"/> Labels/placards/signs do not exist <input type="checkbox"/> Labels/placards/signs content inadequate <input type="checkbox"/> Labels/placards/signs condition inadequate <input type="checkbox"/> Labels/placards/signs placement or visibility inadequate EQUIPMENT/TOOLS <input type="checkbox"/> Equipment/tools not a factor <input type="checkbox"/> Equipment/Tools not used or used incorrectly <input type="checkbox"/> Equipment/Tools do not exist	



Factors Analysis Worksheet

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Factors Analysis Worksheet

Physical Environment			
Did environmental conditions such as weather, atmospheric conditions, lighting, or noise affect an individual's actions? <input type="checkbox"/> Y <input type="checkbox"/> N			
Question	Answer	Cause Category and Causal Factor	Justification What was the main source of the factor being present? What led to the individual(s) involved to operate in these conditions?
Factors affecting vision: Were an individual's actions affected by obscured visibility?	<input type="checkbox"/> Y <input type="checkbox"/> N	TRAINING <input type="checkbox"/> Training not a factor <input type="checkbox"/> Training does not exist	
Heat/Cold Stress: Were an individual's actions or behavior affected by exposure to heat or cold?	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Training not received <input type="checkbox"/> Training content inadequate <input type="checkbox"/> Training standardization or delivery inadequate	
Lights of other vehicle/vessel/aircraft: Were an individual's actions affected by inadequate lighting, glare, or sudden brightness?	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Training frequency inadequate	
Noise Interference: Were an individual's actions affected by noise or sound not directly related to a task?	<input type="checkbox"/> Y <input type="checkbox"/> N	LABELS/PLACARDS/SIGNS <input type="checkbox"/> Labels/placards/signs not a factor <input type="checkbox"/> Labels/placards/signs not followed/Followed incorrectly <input type="checkbox"/> Labels/placards/signs do not exist <input type="checkbox"/> Labels/placards/signs content inadequate	
Wind (vehicle only): Were windy conditions a contributing factor leading to the outcome?	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Labels/placards/signs condition inadequate <input type="checkbox"/> Labels/placards/signs placement or visibility inadequate	
Wet/Slick Conditions: Was a slippery surface a contributing factor?	<input type="checkbox"/> Y <input type="checkbox"/> N	EQUIPMENT/TOOLS <input type="checkbox"/> Equipment/tools not a factor	
Cramped Quarters:	<input type="checkbox"/> Y		



Factors Analysis Worksheet

<p>Did limited space/room for the activity/task contribute to the outcome?</p>	<input type="checkbox"/> N	<input type="checkbox"/> Equipment/Tools not used or used incorrectly <input type="checkbox"/> Equipment/Tools do not exist <input type="checkbox"/> Equipment/Tools inadequate for task <input type="checkbox"/> Equipment/Tools condition inadequate <input type="checkbox"/> Equipment/Tools malfunction/failure <input type="checkbox"/> Equipment/Tools ergonomics inadequate PROCEDURES/CHECKLISTS <input type="checkbox"/> Procedures/checklists not a factor <input type="checkbox"/> Procedures/Checklists not followed/Followed incorrectly <input type="checkbox"/> Procedures/Checklists do not exist <input type="checkbox"/> Procedures/Checklists access inadequate <input type="checkbox"/> Procedures/Checklists content or sequence inadequate <input type="checkbox"/> Procedures/Checklists format inadequate <input type="checkbox"/> Procedures/Checklists condition inadequate COMMUNICATION <input type="checkbox"/> Communication not a factor <input type="checkbox"/> Communication content or clarity inadequate	
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Factors Analysis Worksheet

	<input type="checkbox"/> Communication timeliness inadequate <input type="checkbox"/> Communication frequency inadequate <input type="checkbox"/> Communication means inadequate <input type="checkbox"/> Communication distribution inadequate REGULATION/STANDARDS/GUIDANCE <input type="checkbox"/> Regulation/Standards/Guidance not a factor <input type="checkbox"/> Regulation/Standards/Guidance not followed/followed incorrectly <input type="checkbox"/> Regulation/Standards/Guidance does do not exist <input type="checkbox"/> Regulation/Standards/Guidance content inadequate <input type="checkbox"/> Regulation/Standards/Guidance restrictiveness inadequate <input type="checkbox"/> Regulation/Standards/Guidance access availability inadequate <input type="checkbox"/> Regulation/Standards/Guidance out of date HOUSEKEEPING <input type="checkbox"/> Housekeeping not a factor <input type="checkbox"/> Housekeeping not followed/followed incorrectly <input type="checkbox"/> Housekeeping does not exist	
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Factors Analysis Worksheet

	<p><input type="checkbox"/> Housekeeping content/clarity inadequate</p> <p><input type="checkbox"/> Housekeeping availability/access inadequate</p> <p>FACILITY</p> <p><input type="checkbox"/> Facility not a factor</p> <p><input type="checkbox"/> Facility does not exist</p> <p><input type="checkbox"/> Facility used improperly</p> <p><input type="checkbox"/> Facility space inadequate</p> <p><input type="checkbox"/> Facility storage/organization inadequate</p> <p>SUPERVISION</p> <p><input type="checkbox"/> Supervision not a factor</p> <p><input type="checkbox"/> Supervision not provided</p> <p><input type="checkbox"/> Supervision does not exist</p> <p><input type="checkbox"/> Supervision best practices not followed</p> <p><input type="checkbox"/> Supervision oversight ratio inadequate</p> <p><input type="checkbox"/> Supervision intervention timeliness inadequate</p> <p><input type="checkbox"/> Supervision assignment beyond member ability</p>	
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Factors Analysis Worksheet

Equipment and Technology			
Did automation or design affect the actions of an individual? <input type="checkbox"/> Y <input type="checkbox"/> N			
Question	Answer	Cause Category and Causal Factor	Justification What was the main source of the factor being present? What led to the individual(s) involved to operate in these conditions?
Seat and/or Restraint Systems: Were an individual's actions affected by seat or restraint design or malfunction?	<input type="checkbox"/> Y <input type="checkbox"/> N	TRAINING <input type="checkbox"/> Training not a factor <input type="checkbox"/> Training does not exist <input type="checkbox"/> Training not received	
Instrumentation and Warning Systems: Were an individual's actions affected by instrumentation or warning system design, reliability, lighting, symbology, size, etc.?	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Training content inadequate <input type="checkbox"/> Training standardization or delivery inadequate <input type="checkbox"/> Training frequency inadequate LABELS/PLACARDS/SIGNS <input type="checkbox"/> Labels/placards/signs not a factor	
Non-weather Visibility Restrictions: Were an individual's actions affected by obstructions to vision that are not caused by weather or environmental conditions?	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Labels/placards/signs not followed/Followed incorrectly <input type="checkbox"/> Labels/placards/signs do not exist <input type="checkbox"/> Labels/placards/signs content inadequate <input type="checkbox"/> Labels/placards/signs condition inadequate	
Controls and Switches: Were an individual's actions affected by location, shape, size, design, reliability, lighting, etc. of controls or switches?	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Labels/placards/signs placement or visibility inadequate	
Automated System:	<input type="checkbox"/> Y <input type="checkbox"/> N	EQUIPMENT/TOOLS <input type="checkbox"/> Equipment/tools not a factor	



Factors Analysis Worksheet

<p>Were an individual's actions affected by the design, function, reliability, symbology, logic, etc. of an automated system?</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Equipment/Tools not used or used incorrectly <input type="checkbox"/> Equipment/Tools do not exist <input type="checkbox"/> Equipment/Tools inadequate for task <input type="checkbox"/> Equipment/Tools condition inadequate <input type="checkbox"/> Equipment/Tools malfunction/failure <input type="checkbox"/> Equipment/Tools ergonomics inadequate PROCEDURES/CHECKLISTS <input type="checkbox"/> Procedures/checklists not a factor <input type="checkbox"/> Procedures/Checklists not followed/Followed incorrectly <input type="checkbox"/> Procedures/Checklists do not exist <input type="checkbox"/> Procedures/Checklists access inadequate <input type="checkbox"/> Procedures/Checklists content or sequence inadequate <input type="checkbox"/> Procedures/Checklists format inadequate <input type="checkbox"/> Procedures/Checklists condition inadequate COMMUNICATION <input type="checkbox"/> Communication not a factor <input type="checkbox"/> Communication content or clarity inadequate 	
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Factors Analysis Worksheet

	<input type="checkbox"/> Communication timeliness inadequate <input type="checkbox"/> Communication frequency inadequate <input type="checkbox"/> Communication means inadequate <input type="checkbox"/> Communication distribution inadequate REGULATION/STANDARDS/GUIDANCE <input type="checkbox"/> Regulation/Standards/Guidance not a factor <input type="checkbox"/> Regulation/Standards/Guidance not followed/followed incorrectly <input type="checkbox"/> Regulation/Standards/Guidance does do not exist <input type="checkbox"/> Regulation/Standards/Guidance content inadequate <input type="checkbox"/> Regulation/Standards/Guidance restrictiveness inadequate <input type="checkbox"/> Regulation/Standards/Guidance access availability inadequate <input type="checkbox"/> Regulation/Standards/Guidance out of date HOUSEKEEPING <input type="checkbox"/> Housekeeping not a factor <input type="checkbox"/> Housekeeping not followed/followed incorrectly <input type="checkbox"/> Housekeeping does not exist	
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Factors Analysis Worksheet

		<p><input type="checkbox"/> Housekeeping content/clarity inadequate</p> <p><input type="checkbox"/> Housekeeping availability/access inadequate</p> <p>FACILITY</p> <p><input type="checkbox"/> Facility not a factor</p> <p><input type="checkbox"/> Facility does not exist</p> <p><input type="checkbox"/> Facility used improperly</p> <p><input type="checkbox"/> Facility space inadequate</p> <p><input type="checkbox"/> Facility storage/organization inadequate</p> <p>SUPERVISION</p> <p><input type="checkbox"/> Supervision not a factor</p> <p><input type="checkbox"/> Supervision not provided</p> <p><input type="checkbox"/> Supervision does not exist</p> <p><input type="checkbox"/> Supervision best practices not followed</p> <p><input type="checkbox"/> Supervision oversight ratio inadequate</p> <p><input type="checkbox"/> Supervision intervention timeliness inadequate</p> <p><input type="checkbox"/> Supervision assignment beyond member ability</p>	
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Factors Analysis Worksheet

Physiological State			
Did a non-optimal physiological condition contribute to actions or behaviors that led to damage or injury/illness? <input type="checkbox"/> Y <input type="checkbox"/> N			
Question	Answer	Cause Category and Causal Factor	Justification What was the main source of the factor being present? What led to the individual(s) involved to operate in these conditions?
Substance Effects: Did an individual use legal or illegal drugs, supplements, energy drinks or any other substance with measurable effect that interfered with performance?	<input type="checkbox"/> Y <input type="checkbox"/> N	TRAINING <input type="checkbox"/> Training not a factor <input type="checkbox"/> Training does not exist <input type="checkbox"/> Training not received <input type="checkbox"/> Training content inadequate <input type="checkbox"/> Training standardization or delivery inadequate <input type="checkbox"/> Training frequency inadequate	
Fatigue: Did diminished physical/mental capability resulting from chronic or acute periods of prolonged wakefulness, sleep deprivation, jet lag, shift work or poor sleep habits interfere with performance?	<input type="checkbox"/> Y <input type="checkbox"/> N	LABELS/PLACARDS/SIGNS <input type="checkbox"/> Labels/placards/signs not a factor <input type="checkbox"/> Labels/placards/signs not followed/Followed incorrectly <input type="checkbox"/> Labels/placards/signs do not exist <input type="checkbox"/> Labels/placards/signs content inadequate <input type="checkbox"/> Labels/placards/signs condition inadequate <input type="checkbox"/> Labels/placards/signs placement or visibility inadequate	
Physical Strength and Coordination: Was the relative physical strength and/or coordination of the individual not adequate to support task demands?	<input type="checkbox"/> Y <input type="checkbox"/> N	EQUIPMENT/TOOLS <input type="checkbox"/> Equipment/tools not a factor	
Nutrition/Diet/Hydration: Did an individual's nutrition, hydration, or dietary practices result in degraded performance?	<input type="checkbox"/> Y <input type="checkbox"/> N		



Factors Analysis Worksheet

	<input type="checkbox"/> Equipment/Tools not used or used incorrectly <input type="checkbox"/> Equipment/Tools do not exist <input type="checkbox"/> Equipment/Tools inadequate for task <input type="checkbox"/> Equipment/Tools condition inadequate <input type="checkbox"/> Equipment/Tools malfunction/failure <input type="checkbox"/> Equipment/Tools ergonomics inadequate PROCEDURES/CHECKLISTS <input type="checkbox"/> Procedures/checklists not a factor <input type="checkbox"/> Procedures/Checklists not followed/Followed incorrectly <input type="checkbox"/> Procedures/Checklists do not exist <input type="checkbox"/> Procedures/Checklists access inadequate <input type="checkbox"/> Procedures/Checklists content or sequence inadequate <input type="checkbox"/> Procedures/Checklists format inadequate <input type="checkbox"/> Procedures/Checklists condition inadequate COMMUNICATION <input type="checkbox"/> Communication not a factor <input type="checkbox"/> Communication content or clarity inadequate	
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Factors Analysis Worksheet

Mental State			
Did an individual's non-optimal mental or emotional state, condition, or attitude create an unsafe situation? <input type="checkbox"/> Y <input type="checkbox"/> N			
Question	Answer	Cause Category and Causal Factor	Justification
Life stressors: Was an individual's performance affected by stressful life circumstances?	<input type="checkbox"/> Y <input type="checkbox"/> N	TRAINING <input type="checkbox"/> Training not a factor <input type="checkbox"/> Training does not exist <input type="checkbox"/> Training not received	
Emotional state: Was an individual under the influence of a strong positive or negative emotion that interfered with a task?	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Training content inadequate <input type="checkbox"/> Training standardization or delivery inadequate <input type="checkbox"/> Training frequency inadequate	
Overconfidence: Did an individual overvalue or overestimate personal capability, the capability of others or the capability of aircraft/vehicles or equipment?	<input type="checkbox"/> Y <input type="checkbox"/> N	LABELS/PLACARDS/SIGNS <input type="checkbox"/> Labels/placards/signs not a factor <input type="checkbox"/> Labels/placards/signs not followed/Followed incorrectly <input type="checkbox"/> Labels/placards/signs do not exist <input type="checkbox"/> Labels/placards/signs content inadequate	
Pressing: Did an individual knowingly commit to a course of action that excessively pressed the individual and/or their equipment beyond reasonable limits (e.g., pushing self or equipment too hard)?	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Labels/placards/signs condition inadequate <input type="checkbox"/> Labels/placards/signs placement or visibility inadequate	
Complacency: Did an individual succumb to a false sense of security or ignore hazards?	<input type="checkbox"/> Y <input type="checkbox"/> N	EQUIPMENT/TOOLS <input type="checkbox"/> Equipment/tools not a factor <input type="checkbox"/> Equipment/Tools not used or used incorrectly <input type="checkbox"/> Equipment/Tools do not exist	



Factors Analysis Worksheet

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Factors Analysis Worksheet

	<p> <input type="checkbox"/> Communication frequency inadequate <input type="checkbox"/> Communication means inadequate <input type="checkbox"/> Communication distribution inadequate </p> <p> REGULATION/STANDARDS/GUIDANCE <input type="checkbox"/> Regulation/Standards/Guidance not a factor <input type="checkbox"/> Regulation/Standards/Guidance not followed/followed incorrectly <input type="checkbox"/> Regulation/Standards/Guidance does not exist <input type="checkbox"/> Regulation/Standards/Guidance content inadequate <input type="checkbox"/> Regulation/Standards/Guidance restrictiveness inadequate <input type="checkbox"/> Regulation/Standards/Guidance access availability inadequate <input type="checkbox"/> Regulation/Standards/Guidance out of date </p> <p> HOUSEKEEPING <input type="checkbox"/> Housekeeping not a factor <input type="checkbox"/> Housekeeping not followed/followed incorrectly <input type="checkbox"/> Housekeeping does not exist <input type="checkbox"/> Housekeeping content/clarity inadequate </p>	
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Factors Analysis Worksheet

		<p><input type="checkbox"/> Housekeeping availability/access inadequate</p> <p>FACILITY</p> <p><input type="checkbox"/> Facility not a factor</p> <p><input type="checkbox"/> Facility does not exist</p> <p><input type="checkbox"/> Facility used improperly</p> <p><input type="checkbox"/> Facility space inadequate</p> <p><input type="checkbox"/> Facility storage/organization inadequate</p> <p>SUPERVISION</p> <p><input type="checkbox"/> Supervision not a factor</p> <p><input type="checkbox"/> Supervision not provided</p> <p><input type="checkbox"/> Supervision does not exist</p> <p><input type="checkbox"/> Supervision best practices not followed</p> <p><input type="checkbox"/> Supervision oversight ratio inadequate</p> <p><input type="checkbox"/> Supervision intervention timeliness inadequate</p> <p><input type="checkbox"/> Supervision assignment beyond member ability</p>	
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Factors Analysis Worksheet

Sensory Perception			
Did degradation of visual, auditory, or vestibular senses create a misperception of a hazard? <input type="checkbox"/> Y <input type="checkbox"/> N			
Question	Answer	Cause Category and Causal Factor	Justification
Motion/Balance Illusion: Did physical sensations of the ligaments, muscles, or joints cause an individual to become disoriented?	<input type="checkbox"/> Y <input type="checkbox"/> N	TRAINING <input type="checkbox"/> Training not a factor <input type="checkbox"/> Training does not exist <input type="checkbox"/> Training not received <input type="checkbox"/> Training content inadequate	
Visual Illusion: Did visual stimuli result in an individual becoming disoriented?	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Training standardization or delivery inadequate <input type="checkbox"/> Training frequency inadequate	
Perception of Changing Environment: Did an individual misperceive or misjudge altitude, separation, speed, closure rate, road conditions, aircraft/vehicle location or other operational conditions?	<input type="checkbox"/> Y <input type="checkbox"/> N	LABELS/PLACARDS/SIGNS <input type="checkbox"/> Labels/placards/signs not a factor <input type="checkbox"/> Labels/placards/signs not followed/Followed incorrectly <input type="checkbox"/> Labels/placards/signs do not exist <input type="checkbox"/> Labels/placards/signs content inadequate	
Misinterpreted/Misread Instrument: Did an individual read an instrument indication incorrectly?	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Labels/placards/signs condition inadequate <input type="checkbox"/> Labels/placards/signs placement or visibility inadequate	
Spatial Disorientation: Did an individual succumb to forces that resulted in incorrectly sensing position, motion, or attitude of an aircraft/vehicle?	<input type="checkbox"/> Y <input type="checkbox"/> N	EQUIPMENT/TOOLS <input type="checkbox"/> Equipment/tools not a factor <input type="checkbox"/> Equipment/Tools not used or used incorrectly <input type="checkbox"/> Equipment/Tools do not exist	



Factors Analysis Worksheet

	<input type="checkbox"/> Equipment/Tools inadequate for task <input type="checkbox"/> Equipment/Tools condition inadequate <input type="checkbox"/> Equipment/Tools malfunction/failure <input type="checkbox"/> Equipment/Tools ergonomics inadequate PROCEDURES/CHECKLISTS <input type="checkbox"/> Procedures/checklists not a factor <input type="checkbox"/> Procedures/Checklists not followed/Followed incorrectly <input type="checkbox"/> Procedures/Checklists do not exist <input type="checkbox"/> Procedures/Checklists access inadequate <input type="checkbox"/> Procedures/Checklists content or sequence inadequate <input type="checkbox"/> Procedures/Checklists format inadequate <input type="checkbox"/> Procedures/Checklists condition inadequate COMMUNICATION <input type="checkbox"/> Communication not a factor <input type="checkbox"/> Communication content or clarity inadequate <input type="checkbox"/> Communication timeliness inadequate	
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Factors Analysis Worksheet

	<p> <input type="checkbox"/> Communication frequency inadequate <input type="checkbox"/> Communication means inadequate <input type="checkbox"/> Communication distribution inadequate </p> <p> REGULATION/STANDARDS/GUIDANCE <input type="checkbox"/> Regulation/Standards/Guidance not a factor <input type="checkbox"/> Regulation/Standards/Guidance not followed/followed incorrectly <input type="checkbox"/> Regulation/Standards/Guidance does not exist <input type="checkbox"/> Regulation/Standards/Guidance content inadequate <input type="checkbox"/> Regulation/Standards/Guidance restrictiveness inadequate <input type="checkbox"/> Regulation/Standards/Guidance access availability inadequate <input type="checkbox"/> Regulation/Standards/Guidance out of date </p> <p> HOUSEKEEPING <input type="checkbox"/> Housekeeping not a factor <input type="checkbox"/> Housekeeping not followed/followed incorrectly <input type="checkbox"/> Housekeeping does not exist <input type="checkbox"/> Housekeeping content/clarity inadequate </p>	
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Factors Analysis Worksheet

		<p><input type="checkbox"/> Housekeeping availability/access inadequate</p> <p>FACILITY</p> <p><input type="checkbox"/> Facility not a factor</p> <p><input type="checkbox"/> Facility does not exist</p> <p><input type="checkbox"/> Facility used improperly</p> <p><input type="checkbox"/> Facility space inadequate</p> <p><input type="checkbox"/> Facility storage/organization inadequate</p> <p>SUPERVISION</p> <p><input type="checkbox"/> Supervision not a factor</p> <p><input type="checkbox"/> Supervision not provided</p> <p><input type="checkbox"/> Supervision does not exist</p> <p><input type="checkbox"/> Supervision best practices not followed</p> <p><input type="checkbox"/> Supervision oversight ratio inadequate</p> <p><input type="checkbox"/> Supervision intervention timeliness inadequate</p> <p><input type="checkbox"/> Supervision assignment beyond member ability</p>	
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Factors Analysis Worksheet

Awareness and Vigilance			
Did attention management affect individual performance in task accomplishment? <input type="checkbox"/> Y <input type="checkbox"/> N			
Question	Answer	Cause Category and Causal Factor	Justification What was the main source of the factor being present? What led to the individual(s) involved to operate in these conditions?
Attention: Did an individual's reduced state of alertness or readiness lead to a perceived absence of a hazard?	<input type="checkbox"/> Y <input type="checkbox"/> N	TRAINING <input type="checkbox"/> Training not a factor <input type="checkbox"/> Training does not exist <input type="checkbox"/> Training not received	
Fixation: Did an individual focus on a limited number of environmental cues to the exclusion of others?	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Training content inadequate <input type="checkbox"/> Training standardization or delivery inadequate <input type="checkbox"/> Training frequency inadequate	
Task Saturation: Did the quantity of information or activities affect an individual's mental resources available for processing information?	<input type="checkbox"/> Y <input type="checkbox"/> N	LABELS/PLACARDS/SIGNS <input type="checkbox"/> Labels/placards/signs not a factor <input type="checkbox"/> Labels/placards/signs not followed/Followed incorrectly	
Confusion: Did an individual experience bewilderment, lack of clear thinking, or perceptual disorientation that led to their inability to maintain a cohesive and orderly awareness of events?	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Labels/placards/signs do not exist <input type="checkbox"/> Labels/placards/signs content inadequate <input type="checkbox"/> Labels/placards/signs condition inadequate <input type="checkbox"/> Labels/placards/signs placement or visibility inadequate	
Habit Transfer: Did an individual revert to a previously learned behavior that	<input type="checkbox"/> Y <input type="checkbox"/> N	EQUIPMENT/TOOLS	



Factors Analysis Worksheet

<p>was not appropriate for the task or situation?</p>		<input type="checkbox"/> Equipment/tools not a factor <input type="checkbox"/> Equipment/Tools not used or used incorrectly <input type="checkbox"/> Equipment/Tools do not exist <input type="checkbox"/> Equipment/Tools inadequate for task <input type="checkbox"/> Equipment/Tools condition inadequate <input type="checkbox"/> Equipment/Tools malfunction/failure <input type="checkbox"/> Equipment/Tools ergonomics inadequate	
<p>Distraction: Did an individual experience an environment cue that led to an interruption of attention or a redirection of attention?</p>	<input type="checkbox"/> Y <input type="checkbox"/> N	<p>PROCEDURES/CHECKLISTS</p> <input type="checkbox"/> Procedures/checklists not a factor <input type="checkbox"/> Procedures/Checklists not followed/Followed incorrectly <input type="checkbox"/> Procedures/Checklists do not exist <input type="checkbox"/> Procedures/Checklists access inadequate <input type="checkbox"/> Procedures/Checklists content or sequence inadequate <input type="checkbox"/> Procedures/Checklists format inadequate <input type="checkbox"/> Procedures/Checklists condition inadequate <p>COMMUNICATION</p> <input type="checkbox"/> Communication not a factor	



Factors Analysis Worksheet

	<input type="checkbox"/> Communication content or clarity inadequate <input type="checkbox"/> Communication timeliness inadequate <input type="checkbox"/> Communication frequency inadequate <input type="checkbox"/> Communication means inadequate <input type="checkbox"/> Communication distribution inadequate REGULATION/STANDARDS/GUIDANCE <input type="checkbox"/> Regulation/Standards/Guidance not a factor <input type="checkbox"/> Regulation/Standards/Guidance not followed/followed incorrectly <input type="checkbox"/> Regulation/Standards/Guidance does do not exist <input type="checkbox"/> Regulation/Standards/Guidance content inadequate <input type="checkbox"/> Regulation/Standards/Guidance restrictiveness inadequate <input type="checkbox"/> Regulation/Standards/Guidance access availability inadequate <input type="checkbox"/> Regulation/Standards/Guidance out of date HOUSEKEEPING <input type="checkbox"/> Housekeeping not a factor <input type="checkbox"/> Housekeeping not followed/followed incorrectly	
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Factors Analysis Worksheet

	<p> <input type="checkbox"/> Housekeeping does not exist <input type="checkbox"/> Housekeeping content/clarity inadequate <input type="checkbox"/> Housekeeping availability/access inadequate </p> <p> FACILITY <input type="checkbox"/> Facility not a factor <input type="checkbox"/> Facility does not exist <input type="checkbox"/> Facility used improperly <input type="checkbox"/> Facility space inadequate <input type="checkbox"/> Facility storage/organization inadequate </p> <p> SUPERVISION <input type="checkbox"/> Supervision not a factor <input type="checkbox"/> Supervision not provided <input type="checkbox"/> Supervision does not exist <input type="checkbox"/> Supervision best practices not followed <input type="checkbox"/> Supervision oversight ratio inadequate <input type="checkbox"/> Supervision intervention timeliness inadequate <input type="checkbox"/> Supervision assignment beyond member ability </p>	
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Factors Analysis Worksheet

Teamwork			
Did interactions among individuals, crews, and teams involved in the preparation and execution of a mission/sortie and/or activity create a hazard? <input type="checkbox"/> Y <input type="checkbox"/> N			
Question	Answer	Cause Category and Causal Factor	Justification
Crew/Team Leadership: Did crew/team leadership's actions or inactions lead to a breakdown in team/crew function or capability?	<input type="checkbox"/> Y <input type="checkbox"/> N	TRAINING <input type="checkbox"/> Training not a factor <input type="checkbox"/> Training does not exist <input type="checkbox"/> Training not received <input type="checkbox"/> Training content inadequate	
Task Delegation: Did a team's/crew's distribution of tasks lead to overloading on any individual member?	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Training standardization or delivery inadequate <input type="checkbox"/> Training frequency inadequate	
Rank/Position Intimidation: Did actual or perceived rank or role intimidation degrade individual or team/crew performance?	<input type="checkbox"/> Y <input type="checkbox"/> N	LABELS/PLACARDS/SIGNS <input type="checkbox"/> Labels/placards/signs not a factor <input type="checkbox"/> Labels/placards/signs not followed/Followed incorrectly <input type="checkbox"/> Labels/placards/signs do not exist	
Assertiveness: Did an individual's lack of assertiveness, persistence, or untimeliness result in critical information not being conveyed?	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Labels/placards/signs content inadequate <input type="checkbox"/> Labels/placards/signs condition inadequate	
Mission/Activity Planning/Briefing: Did an individual's or team's/crew's non-completion of preparatory tasks associated with the planning or briefing of a	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Labels/placards/signs placement or visibility inadequate EQUIPMENT/TOOLS <input type="checkbox"/> Equipment/tools not a factor <input type="checkbox"/> Equipment/Tools not used or used incorrectly <input type="checkbox"/> Equipment/Tools do not exist	



Factors Analysis Worksheet

<p>mission/activity contribute to the outcome?</p>	<p><input type="checkbox"/> Equipment/Tools inadequate for task</p> <p><input type="checkbox"/> Equipment/Tools condition inadequate</p> <p><input type="checkbox"/> Equipment/Tools malfunction/failure</p> <p><input type="checkbox"/> Equipment/Tools ergonomics inadequate</p> <p>PROCEDURES/CHECKLISTS</p> <p><input type="checkbox"/> Procedures/checklists not a factor</p> <p><input type="checkbox"/> Procedures/Checklists not followed/Followed incorrectly</p> <p><input type="checkbox"/> Procedures/Checklists do not exist</p> <p><input type="checkbox"/> Procedures/Checklists access inadequate</p> <p><input type="checkbox"/> Procedures/Checklists content or sequence inadequate</p> <p><input type="checkbox"/> Procedures/Checklists format inadequate</p> <p><input type="checkbox"/> Procedures/Checklists condition inadequate</p> <p>COMMUNICATION</p> <p><input type="checkbox"/> Communication not a factor</p> <p><input type="checkbox"/> Communication content or clarity inadequate</p> <p><input type="checkbox"/> Communication timeliness inadequate</p>	
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Factors Analysis Worksheet

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Factors Analysis Worksheet

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