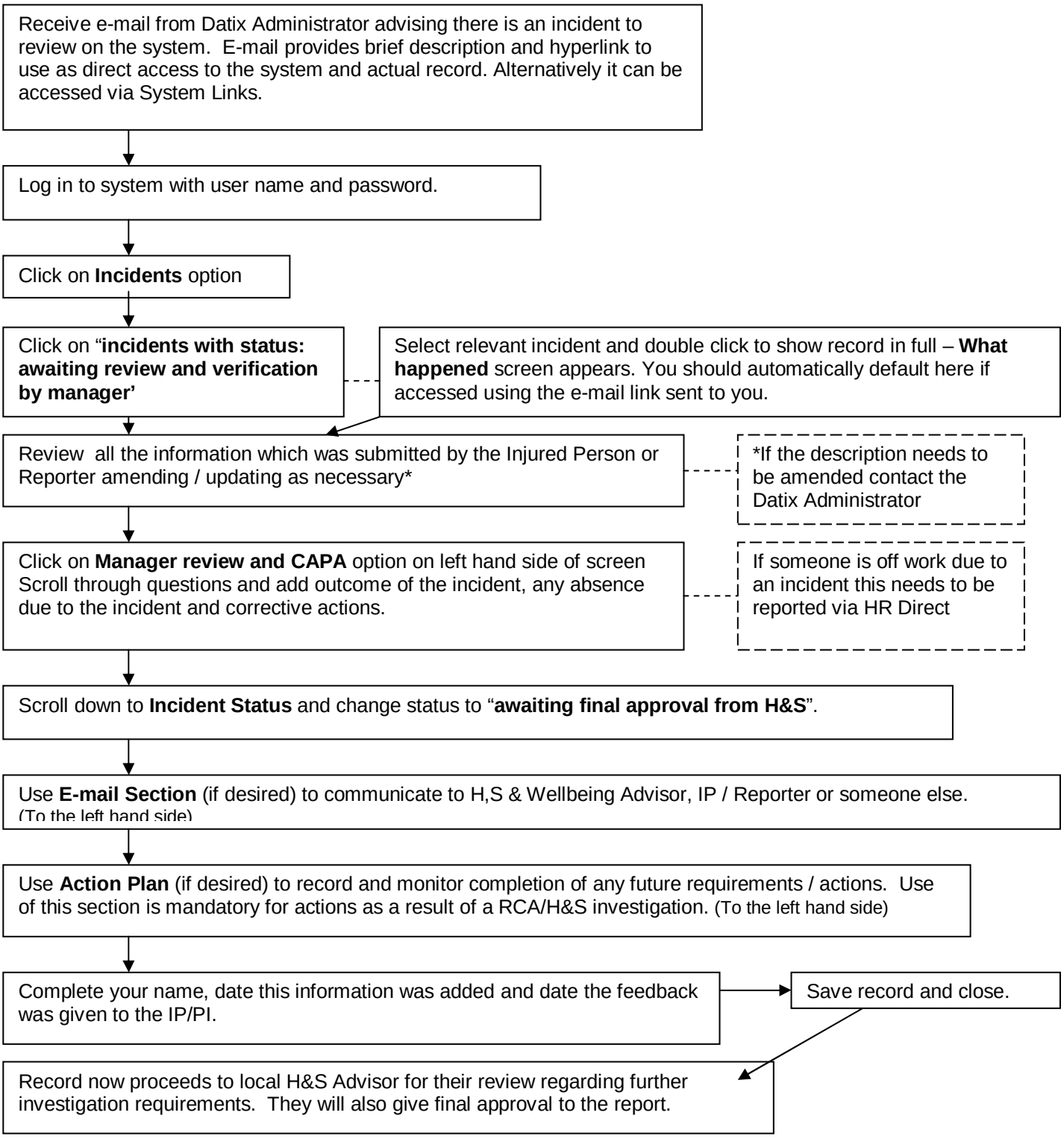
Flow Chart 3: For Manager to 'awaiting review and verification by manager'



If you are required to provide further information or complete a Root Cause Analysis the H&S Advisor, when they review the report, will amend the status of the record to **"Detailed investigation (RCA) needed and being undertaken by Manager/H&S"** and notify you of this by e-mail. You are then responsible for completing the necessary action, uploading any relevant documentation and then changing the status back to **"Awaiting final approval from H&S**" once complete.
If the H,S & Wellbeing Advisor is satisfied with this it will then receive **"Finally approved by H&S",** if not then it will be returned to **"Detailed investigation (RCA) needed and being undertaken by Manager/H&S"** and the process repeated until approved. H&S can help you with investigations.

All mandatory fields marked * must be completed in order to submit a form to Datix.

Technical Author: Caroline Cleary 17/02/16