Safety Investigation Report Writing

20 training hours | 5 modules | approx. 3 days | Live online or on-site, in English or Chinese

Writing investigation reports that drive corrective action - structure, evidence chains, and recommendations.

Instructor: HAN Aviation Safety Consulting

Module 1: Report Structure & Standards (4 hours)

- Anatomy of an effective investigation report
- ICAO and industry report writing standards
- Writing for different audiences: management, regulators, frontline staff

Module 2: Building the Evidence Chain (4 hours)

- Organizing facts, findings, and analysis logically
- Linking evidence to conclusions without gaps
- Distinguishing fact, analysis, and opinion

Module 3: Findings & Analysis Writing (4 hours)

- Writing clear, defensible findings
- Presenting analysis without overstating
- Common writing pitfalls in safety reports

Module 4: Corrective Action Recommendations (4 hours)

- From findings to recommendations that get implemented
- SMART recommendations and accountability
- Follow-up and effectiveness review

Module 5: Workshop & Assessment (4 hours)

- Hands-on report writing workshop with real scenarios
- Peer review and instructor feedback
- Q&A and knowledge assessment

Contact

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