

MATRIX RISK CONTROL (UK) Ltd COURSE TIMETABLE

MATRIX INVESTIGATORS TOOLKIT®



- 0830 – 0900 **Registration/Coffee**
- 0900 – 0930 **Introductions/ Course Outline**
- 0930 – 1030 **Module 1 - (Brown) - Preparation**
 - Pre investigation preparation and planning
 - Scope of work/Aims and objectives
 - `Grab Bag` – Purpose and contents (Practical Example)
 - Investigation Aide Memoire (One for each Course member)
 - Investigation Team Set Up – key people/size
 - Investigation Team location/requirements
- 1030 – 1045 **Coffee**
- 1045 – 1145 **Module 2 - (Yellow) - Scene**
 - Access/travel
 - Protect and preserve
 - Photographic/Video capture
 - CCTV availability/mobile phones
 - Measurements/accuracy
- 1145 – 1230 **Module 3 - (Pink) - Documentation**
 - Work Permits
 - Company Policies
 - Training Records
 - Standard Operating Procedures
- 1230 – 1330 **Lunch**
- 1330 – 1445 **Module 4 - (Green) - Witnesses**
 - Who? Identify key witnesses
 - Where? Your place or mine
 - Why? Planning your questions why/why/why
 - When? Timescales/length of interview/Follow up interviews
 - How? Style/room layout/Questioning technique/tips/Notes

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- 1445 – 1500 **Coffee**
- 1500 – 1530 **Module 5 - (Orange) - Historical Data**
 - Similar Events – The importance of looking back!
 - Accident history – Has this happened elsewhere?
 - Previous reports
- 1530 – 1600 **Module 6 - (Blue) - Equipment**
 - Was equipment a factor?
 - Suitability/purpose/age/alteration/condition etc
 - Operator Training
 - Design/Layout – Error Inducing?
 - Previous failures?
- 1600 – 1615 Knowledge Test
- 1615 – 1630 **Course Closure and Certificates**