

Investigation-to-Learning Handoff

Event / task / reference: _____

Prepared with: _____ Review date: _____

Use when an investigation leaves important questions about how work normally happens. Carry forward supported evidence and control checks; use the Learning Team to explore the work with people who know it.

1 Supported account

What is established? Record the sequence or finding and evidence references. Keep uncertainty visible.

2 Protection and unresolved gaps

Which controls were checked, and what remains unverified? Record immediate restrictions and who owns the response.

3 Learning Question

What do we need to understand about normal work, variation, difficulties, or adaptations? Use an open question.

4 People and boundaries

Who performs or understands the work? Define scope, facilitator, records to share, and confidentiality limits.

5 Handoff and follow-through

Record the next discussion, owner, date, and how learning will return to the investigation or improvement process. Agree how proposed changes will be tested and results shared.

Records shared / access owner: _____

Handoff accepted by / date: _____

A Learning Team can also begin proactively, without an incident. This handoff does not close the investigation or replace required reporting, evidence preservation, or control verification.