**Training Attendance Justification Letter – Root Cause Analysis Fundamentals**

<Date>

Dear <supervisor’s name / training manager>,

I would like to attend **Root Cause Analysis Fundamentals**, an online, interactive workshop delivered by Engineering Education Australia over 2 sessions on <Dates>.

Delivered by Alastair Krebs, a subject matter expert with over 35 years’ experience in asset management, maintenance, integrity, risk and reliability management, I will gain an understanding of Root Cause Analysis, the different forms and techniques that can be applied to address the failure, and how to identify the appropriate RCA process to rectify or eliminate the failed process, equipment and/or system.

The takeaways will offer considerable value in my role at <company name>. I will also earn up to 8 hours of Continued Professional Development (CPD). This is important to ensure that I enhance my knowledge and skills <and gain or maintain Chartered status>.

**Learning outcomes include:**

* Learn and understand why and when to use Root Cause Analysis
* Learn and understand why verified data is so important
* Learn the 5 Whys RCA Process
* Learn the Cause Mapping RCA Process
* Learn the Fishbone Analysis Process
* Learn the Logic Tree Process
* Understand the benefits of using a team approach as opposed to one person performing RCA
* Learn and understand when to use the various forms of RCA
* Learn and understand the various benefits of each form of Root Cause Analysis

This content is very relevant to my role at <company>, <talk about your role relating to course content>.

I am seeking approval for the registration fee to attend the training course.

Training course: <$750 for EA members and $882.35 for non-members>

Yours Sincerely,

Senders Name

Position, Company