

Kelvin TOP-SET 1-Day Investigator Course

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The Kelvin TOP-SET 1-Day Investigator course is designed for safety representatives and for personnel who are to be part of an incident investigation team.

Each participant will receive:

- A professionally produced 'Practical Handbook of Investigation'
- A Kelvin TOP-SET 'memory jogger' pen
- A Kelvin TOP-SET water resistant Investigation Card
- A certificate (on successful completion of the course)



Kelvin TOP-SET 1-Day Investigator Course – Course Objectives

By working through the Kelvin TOP-SET Investigator programme on Incident Investigation, participants can expect to be able to:

- Understand the TOP-SET® process – participants are given an overview of the TOP-SET incident investigation system
- Develop a team – there is discussion about how differences in personality, gender and life and career experiences can benefit an investigation team.
- Collect initial data collection – participants are taught how to gather information from the incident scene, prepare an initial incident report, and to prepare an incident statement to allow planning of the investigation to begin.
- Investigate – participants will be taught to plan and investigate using the TOP-SET methodology, thinking inclusively rather than exclusively to find and investigate as many leads as possible.
- Interview – the basic techniques of interviewing for incident investigations are explained here.
- Storyboard – participants are taught to plot the sequence of events that led up to the incident to help establish the context in which the incident occurred, and to refine the information before analysis occurs.
- Analyse Root cause – participants are taught how to produce a root cause analysis that explains why the incident occurred, using a process of continuous discussion among the team.
- Produce recommendations and reports – here, the fundamental processes of making recommendations and report writing are discussed.

Participants will receive a Kelvin TOP-SET ‘Investigator’ certificate on successful completion of the course.

The cost to attend a 1-Day Investigator “open” course in the UK is £465 plus VAT