

FREE RESOURCE · TEMPLATE

Recurring Issue Tracker

For Caribbean hospitality teams

Group repeat findings across incidents, inspections and operational checks so management can see patterns instead of closing each event in isolation.

WHAT'S INSIDE

- Repeat-issue grouping
- Occurrence count
- Systemic action
- Source and location
- Trend notes
- Management review

How to use this template

Use this as a management aid alongside the requirements, procedures and risk method that apply to your property.

- 1 **Define the recurring issue**
Use one consistent label for similar events so they can be grouped.
- 2 **Log each occurrence**
Record date, area and source without losing the original record reference.
- 3 **Look for the pattern**
Check location, shift, task, equipment, weather, contractor or process similarities.
- 4 **Set a systemic action**
Choose an action aimed at the recurring condition, not another one-off fix.
- 5 **Review effectiveness**
Watch the trend after action and reopen the issue if recurrence continues.

Who this is for. General Managers, Operations Managers, safety/compliance leads, department heads and property managers across Caribbean hospitality.

IMPORTANT

Occupational safety, risk assessment, incident reporting and recordkeeping requirements differ by jurisdiction. OSHA references are US good-practice context only. Verify locally before use.

Recurring Issue Tracker

Group repeat findings across incidents, inspections and operational checks so management can see patterns instead of closing each event in isolation.

RECURRING ISSUE	SOURCE / REF	AREA	DATE	PATTERN / CONTRIBUTOR	OCCURRENCE #	SYSTEMIC ACTION	OWNER	DUE	STATUS	EVIDENCE	EFFECTIVENESS REVIEW
Wet-floor observations at service corridor	Safety observations	F&B back of house	[Date]	Peak wash-down period	1	Review drainage, timing and controls	[Operations Manager]	[Date]	Open	[Location]	[Review]
Wet-floor observations at service corridor	Near miss	F&B back of house	[Date]	Peak wash-down period	2	Same action group	[Operations Manager]	[Date]	Open	[Location]	[Review]
[Issue]	[Source]	[Area]	[Date]	[Pattern]	[No.]	[Action]	[Role]	[Date]	[Status]	[Location]	[Review]

Finding the issue is a start. CaribSafe keeps the follow-through visible.

Connect risks, incidents, corrective actions, owners, due dates and evidence so management can see what still needs attention and what has actually been verified.

[Book a 20-minute walkthrough](#)

WEB
caribsafe.com

EMAIL
[\[hello@caribsafe.com\]](mailto:hello@caribsafe.com)

PHONE
[\[phone\]](#)

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