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| **Incident Report Form** | | | | | | | | | | |
| **Section One: To be completed by the person reporting the incident** | | | | | | | | | | |
| **Name** | |  | | **Designation** | |  | | | | |
| **Contact number** | |  | | **Physical location of incident** | |  | | | | |
| **Date of incident** | |  | | **Time of incident** | |  | | | | |
| **Designation of Responsible Person** | | | | | | | | | | |
| **Name** | |  | | **Contact details** | |  | | | | |
| **Describe the incident – e.g.- provide as much detail as possible** | | | | | | | | | | |
| 1. What happened? 2. Where? 3. What environmental damage is already visible? 4. What was the probable cause? | | | | | | | | | | |
|  | | | | | | | | | | |
| **Was there damage/ contamination of any of the following? (Tick the appropriate box)** | | | | | | | | | | |
| **Sea water** |  | | **Beach** |  | **Infrastructure** | | |  | | |
| **Other** |  | |  |  |  | | |  | | |
| **What remediation has been undertaken? (Describe)** | | | | | | | | | | |
|  | | | | | | | | | | |
| **Section Two: After the incident has been contained** | | | | | | | | | | |
| **Has the damage/ contamination been completely remediated?** | | | | | | | | |  | |
| **If not, what residual damage remains (detail the residual damage).** | | | | | | | | | | |
|  | | | | | | | | | | |
| **If residual damage remains- what is the reason and what is planned to remediate the damage. The ECO must counter sign this form in this event before it can be closed. (see below)** | | | | | | | | | | |
|  | | | | | | | | | | |
| **Upon investigation, what was found to be the cause of the incident? (Detail)** | | | | | | | | | | |
|  | | | | | | | | | | |
| **Is this a repeat of a similar incident?** | | | |  | | | | | | |
| **What is the reason that planned changes did not prevent a recurrence of the incident?** | | | | | | | | | | |
|  | | | | | | | | | | |
| **What is to be changed to ensure that the incident will not be repeated? (Detail)** | | | | | | | | | | |
|  | | | | | | | | | | |
| **Section Three: To be completed by the ECO** | | | | | | | | | | |
| **Does the incident comprise a contravention of legislation?** | | | | | | |  | | | |
| **If so, what action has been taken?** | | | | | | | | | | |
| **Have all the required and appropriate actions been taken to the satisfaction of the ECO?** | | | | | | | | | |  |
| **Have all parties signed the incident form?** | | | | | | | | | |  |

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| --- | --- | --- | --- |
|  |  |  |  |
| **Date** | **Signature** | **`Date** | **Signature** |
| **Responsible Person** | | **ECO** | |