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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?
 |
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| **Was there damage/ contamination of any of the following? (Tick the appropriate box)** |
| **Sea water** |  | **Beach** |  | **Infrastructure** |  |
| **Other** |  |  |  |  |  |
| **What remediation has been undertaken? (Describe)** |
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| **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).**  |
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| **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)** |
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| **Upon investigation, what was found to be the cause of the incident? (Detail)** |
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| **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** |