INCIDENT REPORTING FORM

1Organisation		2. Sector	
3. Location		4. Incident Sr. No.	
5. Date of Incident		6. Time of Incident	
7. Major / Minor / Nearmiss		8. Report - Preliminary / Final	
9. Fire / Accident		10. Duration of fire - Hrs / Min	
11. Type of Incident with loss of life / injury, Fire, Explosion, Blowout, Electrocution, Fall from Height, Inhalation of Gas, Driving, Slip / Trip, Others, NA			
12. Location of Incident (Name of Plant / Unit / Area / Facility / Tank farm / Gantry / Road / Parking area etc)			
13. Whether plant shutdown / caused outage of the facility? Yes / No			
14. Fatalities nos.	a) Employees =	b) Contractor =	c) Others =
15. Injuries nos.	a) Employees =	b) Contractor =	c) Others =
16. Man - hours Lost	a) Employees =	b) Contractor =	c) Others =
17. Direct Loss due to the incident (Rs. In Lac). Loss to equipment / Machinery as per Insurance claim etc.			
18. Indirect Losses : Through put / Production Loss			
19. Status of the Facility: Construction / Commissioning / Operation / Shutting down / Turn around, Maintenance / Start up / Any other.			
20. Brief Description of the Incident including post incident measures. (Attach details in separate sheet)			
21. Whether similar Incident has occurred in past at the same			

location, If yes, give brief description of the incident and attach details in separate sheet.		
22. Whether Internal Investigation has been completed. If no, likely date by which it will be completed.	.	
23. Whether internal investigation report (Major Incident) has been submitted to OISD. If no, likely date by which it will be submitted.		

24. Cause of the Incident (Tick the most relevant cause preferably one, maximum two)			
A) Deviation from Procedure		I) Not using the PPE	
B) Lack of Job Knowledge		J) Equipment failure	
C) Lack of supervision		K) Poor design / Layout etc.	
D) Improper Inspection		L) Inadequate facility	
E) Improper Maint. (Mech. / Elec. / Inst.)		M) Poor House Keeping	
F) Improper material handling		N) Natural Calamity	
G) Negligent Driving		O) Pilferage / Sabotage	
H) Careless walking / climbing etc.		P) Any other (give details)	
25. Cause of leakage - Oil, Gas or Chemical (Tick one only)		**N/A**	
A) Weld leak from equipment / lines		E) Leakage due to improper operation	
B) Leak from flange, gland etc.		F) Leak due to improper maintenance	
C) Leak from rotary equipment		G) Normal operation - Venting / draining	
D) Metallurgical failure		H) Any other	
26. Cause of Ignition leading to fire (Tick only one cause)		**N/A**	
A) Near to hot work		F) Static Electricity	
B) Near to Furnace / Flare etc.		G) Hammering / Fall of object	
C) Auto - ignition		H) Heat due to Friction	
D) Loose electrical connection		I) Lightning	
E) Near to hot surface		J) Any other (pyrophoric etc.)	

27. Was the incident Avoidable? **(** Yes / No)			
28. The incident could have been avoided by the use of / or by ; **(Tick the most relevant point preferably one, maximum two)**			
A) Better supervision		F) Personal Protective Equipment	
B) Adhering to specified operating procedure		G) Better equipment	
C) Imparting Training		H) Management Control	
D) Giving adequate time to do the activity through proper planning.		I) Adhering to specified maintenance procedure	
E) Adhering to the work permit system		J) Adhering to specified Inspection / Testing procedures.	
K) Any other: Safe driving.			