## INCIDENT REPORTING FORM

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<table>
<thead>
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<tbody>
<tr>
<td><strong>1. Organisation</strong></td>
<td><strong>2. Sector</strong></td>
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<tr>
<td><strong>3. Location</strong></td>
<td><strong>4. Incident Sr. No.</strong></td>
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<tr>
<td><strong>5. Date of Incident</strong></td>
<td><strong>6. Time of Incident</strong></td>
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<tr>
<td><strong>7. Major / Minor / Nearmiss</strong></td>
<td><strong>8. Report - Preliminary / Final</strong></td>
</tr>
<tr>
<td><strong>9. Fire / Accident</strong></td>
<td><strong>10. Duration of fire - Hrs / Min</strong></td>
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<tr>
<td><strong>11. Type of Incident with loss of life / injury, Fire, Explosion, Blowout, Electrocution, Fall from Height, Inhalation of Gas, Driving, Slip / Trip, Others, NA</strong></td>
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<tr>
<td><strong>12. Location of Incident ( Name of Plant / Unit / Area / Facility / Tank farm / Gantry / Road / Parking area etc )</strong></td>
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<tr>
<td><strong>13. Whether plant shutdown / caused outage of the facility? Yes / No</strong></td>
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<tr>
<td><strong>14. Fatalities nos. a) Employees =</strong></td>
<td><strong>b) Contractor =</strong></td>
</tr>
<tr>
<td><strong>15. Injuries nos. a) Employees =</strong></td>
<td><strong>b) Contractor =</strong></td>
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<tr>
<td><strong>16. Man - hours Lost a) Employees =</strong></td>
<td><strong>b) Contractor =</strong></td>
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<tr>
<td><strong>17. Direct Loss due to the incident (Rs. In Lac). Loss to equipment / Machinery as per Insurance claim etc.</strong></td>
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<tr>
<td><strong>18. Indirect Losses : Through put / Production Loss</strong></td>
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<tr>
<td><strong>19. Status of the Facility: Construction / Commissioning / Operation / Shutting down / Turn around, Maintenance / Start up / Any other.</strong></td>
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<tr>
<td><strong>20. Brief Description of the Incident including post incident measures. ( Attach details in separate sheet )</strong></td>
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<tr>
<td><strong>21. Whether similar Incident has occurred in past at the same</strong></td>
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<tr>
<td>location, If yes, give brief description of the incident and attach details in separate sheet.</td>
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<td>22. Whether Internal Investigation has been completed. If no, likely date by which it will be completed.</td>
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<tr>
<td>23. Whether internal investigation report (Major Incident) has been submitted to OISD. If no, likely date by which it will be submitted.</td>
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<tr>
<td>24. Cause of the Incident (Tick the most relevant cause preferably one, maximum two)</td>
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<tr>
<td>A) Deviation from Procedure</td>
<td>I) Not using the PPE</td>
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<tr>
<td>B) Lack of Job Knowledge</td>
<td>J) Equipment failure</td>
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<tr>
<td>C) Lack of supervision</td>
<td>K) Poor design / Layout etc.</td>
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<tr>
<td>D) Improper Inspection</td>
<td>L) Inadequate facility</td>
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<tr>
<td>E) Improper Maint. (Mech. / Elec. / Inst.)</td>
<td>M) Poor House Keeping</td>
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<tr>
<td>F) Improper material handling</td>
<td>N) Natural Calamity</td>
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<tr>
<td>G) Negligent Driving</td>
<td>O) Pilferage / Sabotage</td>
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<td>H) Careless walking / climbing etc.</td>
<td>P) Any other (give details)</td>
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<tr>
<td>25. Cause of leakage - Oil, Gas or Chemical (Tick one only)</td>
<td>N/A</td>
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<tr>
<td>A) Weld leak from equipment / lines</td>
<td>E) Leakage due to improper operation</td>
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<tr>
<td>B) Leak from flange, gland etc.</td>
<td>F) Leak due to improper maintenance</td>
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<tr>
<td>C) Leak from rotary equipment</td>
<td>G) Normal operation - Venting / draining</td>
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<tr>
<td>D) Metallurgical failure</td>
<td>H) Any other</td>
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<tr>
<td>26. Cause of Ignition leading to fire (Tick only one cause)</td>
<td>N/A</td>
</tr>
<tr>
<td>A) Near to hot work</td>
<td>F) Static Electricity</td>
</tr>
<tr>
<td>B) Near to Furnace / Flare etc.</td>
<td>G) Hammering / Fall of object</td>
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<tr>
<td>C) Auto - ignition</td>
<td>H) Heat due to Friction</td>
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<tr>
<td>D) Loose electrical connection</td>
<td>I) Lightning</td>
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<tr>
<td>E) Near to hot surface</td>
<td>J) Any other (pyrophoric etc.)</td>
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</table>
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)

<table>
<thead>
<tr>
<th>A) Better supervision</th>
<th>F) Personal Protective Equipment</th>
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<tbody>
<tr>
<td>B) Adhering to specified operating procedure</td>
<td>G) Better equipment</td>
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<tr>
<td>C) Imparting Training</td>
<td>H) Management Control</td>
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<tr>
<td>D) Giving adequate time to do the activity through proper planning.</td>
<td>I) Adhering to specified maintenance procedure</td>
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<tr>
<td>E) Adhering to the work permit system</td>
<td>J) Adhering to specified Inspection / Testing procedures.</td>
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<tr>
<td>K) Any other: Safe driving.</td>
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