Investigation Reports

###

1.

##### The potential risk or actual severity of the incident determines the type and number of reports and presentations that need completion, as per the table below.



#### Templates

The templates for completing these incident reports are contained in the GU612 appendices:

Appendix 1 – Template of Email from Operations to Senior PDO management

Appendix 2 – Reporting of Significant Incidents to Stakeholders and Regional Management

Appendix 3 – Initial Incident Notification form

Appendix 4 – Statement of Fitness – After Restart

Appendix 5 – Low severity incident investigation report

Appendix 6 – Medium Potential Incident Investigation Record

Appendix 7 – Medium and High Potential Investigation Report content and format

Appendix 8 – Medium/High Potential Road Traffic Incident Report/advice

Appendix 9 – Non Accidental Death Reports

Appendix 10 – Template for Incident Review Presentation

Appendix 11 – Example of a Lateral Learning

Appendix 12 – Declaration of confirming close out of Redline actions

Appendix 13 – SIR presentation format

Appendix 14 – SIR Level 3 briefing form

For more in-depth guidance see GU612 page 44.

**End of guidance**