



INCIDENT INVESTIGATION REPORT

Incident title

at

Location / Plant

Date

at 0000 hours

DRAFT

Investigation Team:

Name Department (Leader)

Name Department

Name Department

Name Department

Name Department

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1. INCIDENT DESCRIPTION

1.1 Incident

Location :	
Time :	
Date :	

Details of Injured

Name :	
Company :	
Injuries sustained :	
Medical treatment:	

Details of damage / impact

Damage to equipment :	
Environmental impact :	

Risk Rating *(As Per TEC Risk Matrix)*

Actual consequence level:	
Potential consequence Level :	

1.2 Background Information

Insert

1.3 Incident Description

Insert

1.4 Photographs

1.5 Time Line

Insert

2. KEY FINDINGS

2.1 Basic Cause

Why did the incident occur?

2.2 Contributing Factors

Based on the evidence to hand, the Investigation Team believe the following factors were the main contributing factors to the incident:

2.2.1 Absent or Failed Defences

- Insert Contributing factor
- Insert Contributing factor
- Insert Contributing factor

2.2.2 Individual or Team Actions

- Insert Contributing factor
- Insert Contributing factor
- Insert Contributing factor

2.2.3 Task or Environmental Conditions

- Insert Contributing factor
- Insert Contributing factor
- Insert Contributing factor

2.2.4 Organisational factors

- Insert Contributing factor
- Insert Contributing factor
- Insert Contributing factor

3. Conclusion and Observations

The investigation concluded the following findings were or could have been contributory factors to the incident:

- Insert Conclusion or Observation
- Insert Conclusion or Observation
- Insert Conclusion or Observation

4. RECOMMENDATIONS

The following recommended corrective actions are put forward for consideration. The recommendations address the **Absent or Failed Defences** and **Organisational Factors** identified as key findings of the investigation. These recommendations are applicable to Business Group or Site and could benefit other Tarong Energy Operations.

4.1 Heading

Detail and explanation

4.2 Heading

Detail and explanation

4.3 Management Review of the Investigation Report

The management of Tarong Energy Corporation Limited should formally review the investigation report for completeness, quality of the investigation and to endorse the recommended corrective actions.

It is recommended that the following action plan is implemented:

4.3.1 Distribution

To maximise the preventative potential of the investigation report, an appropriate summary of the findings and conclusions of the report should be distributed as widely as practicable internally within Tarong Energy Corporation Limited and externally to industry bodies as applicable.

4.3.2 Implementation of Corrective Actions

Corrective actions shall be formally presented to the person(s) identified in Section 6.2 for implementation. An action plan and time frame shall be agreed and endorsed by the appropriate level of management.

4.3.3 Implementation Monitoring

The completion of corrective actions must be documented and communicated by the person(s) identified in Section 6.2 to their General Manager, and in turn to the Chief Executive Officer. Where corrective actions have not been fully implemented, ongoing monitoring should be maintained until implementation is complete.

4.3.4 Analyse Effectiveness

The effectiveness of the corrective actions should be evaluated by a review of safety performance and through an audit within the next 6 months whereby a report will be prepared for management to detail compliance and progress achieved.

4.3.5 Document Archival

Investigative data and reports shall be archived in accordance with site and regulatory guidelines.

5 Significant Learnings

The investigation has raised a number of key learnings which are covered in the body of the report. The significant learnings for Tarong Energy Corporation are:

5.1 Heading

Detail and explanation

5.2 Heading

Detail and explanation

5.3 Heading

Detail and explanation

6. APPENDICES

6.1 ICAM Analysis

The features of the ICAM chart included over the page for the purposes of this Interim Report are:

- It provides a graphical representation of all the key circumstances and factors relating to the incident;
- It outlines the relationship of the various elements considered throughout this report.

In addition ICAM is designed to:

- Provide a framework to organise the data collected;
- Assist in assuring the investigation follows a logical path;
- Aid in the resolution of conflicting information and the identification of missing data;
- Provide a diagrammatical display of the investigative process for management briefing.

Accordingly, this ICAM table should not be considered in isolation and needs to be considered in the context of all the comments in this report and, no doubt, the additional matters that will be addressed in the final report.

ICAM CHART

Organisational Factors	Task / Environmental Conditions	Individual /Team Actions	Absent or Failed Defences	Incident

6.2 Corrective Action Plan

Item Ref	Recommendation	Responsible Department	Responsible Person	Completion Date	Sign off

7. REPORT SIGN-OFF

To maximise the preventative potential of the investigation report, the findings and conclusions of the report should be distributed to the various people involved in the incident and as widely as practicable.

The completion of corrective actions must be documented and communicated by the Responsible Manager to the General Manager, and in turn to the Chief Executive Officer. Where corrective actions have not been fully implemented, ongoing monitoring should be maintained until implementation is complete.

Feedback to the Involved Person(s) and comments		
Name:	Signature:	Date:
Feedback to the Involved Person(s) Supervisor(s) and comments		
Name:	Signature:	Date:
Manager – [Relevant Area] acceptance of findings and comments		
Name:	Signature:	Date:
General Manager – [Relevant Area] acceptance of findings and comments		
Name:	Signature:	Date:
Chief Executive Officer’s acceptance of findings and comments		
Name:	Signature:	Date: