

## Record Sheet 12

### Incidents and Accidents

The procedure concerning incidents and accidents falls within the Quality Management System of the AD Plant. This form may be used for recording all accidents and incidents that occur on site, together with the causes and the subsequent actions taken, including new measures to prevent such incidents and accidents re-occurring.

<b>Company Name</b>		<b>Date of accident</b>	
<b>Name and address of injured person</b>			
<b>Nature of the incident/accident</b>			
<b>Extent of injury/damage</b>			
<b>Summary of action taken (including name of any first aiders)</b>			
<b>Future preventative action taken</b>			
<b>Name of person contacted e.g. next of kin</b>			

**Name**..... **Signature**..... **Date**.....