

ON 14/18

(This is a revision of Operating Notice 15/17 issued 27Feb2017)

Incident Report Form TR.T82

A new form was introduced in 2012 to improve the reporting of operating and other incidents and to aid investigation, where appropriate. This form is to be used to submit reports of any incident, or potential incident and can be used on personal initiative, or if so instructed by Control (or the Engineering Manager when he is in charge of the Railway). The well established and familiar green report form (TR.T40) is now to be used mainly for defect reporting, or reporting shortages of essential stationery or equipment although it may also be used for reporting of "near-misses" where the details are straightforward.

The forms are printed on a distinctive bright orange paper and a supply will be found at all Block Posts, stations, in brake vans, in the Railway's commercial outlets and in the Locomotive and Engineering offices at Pendre. A separate form should be filled in, as far as practical, by each person who is involved in or witnesses an incident, including a near miss. All sections of the form should be completed, even if "NOT KNOWN" or "NOT APPLICABLE" is used.

Further supplies should be requested from Control (yes the green form can be used!)

D J Scotson
Operating Manager
06 February 2018

DJS/PMK