This form is for the submission of safety alerts. The form should be completed as fully as possible and returned to Wendy Poore at IOGP, [wp@iogp.org](mailto:wp@iogp.org). Submitted alerts will be for email distribution and publication on the IOGP Safety Zone website at the discression of the Secretariat.

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| DATE FORM SUBMITTED: | | | |  | | | | | | |  | | | |
|  | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | |  | |
| 1. | CONTACT: | | |  | | | | | | |  | | | |
|  | **The contact details you give us will remain strictly confidential. If you wish to provide contact details on the published report use item 1.A. below.** | | | | | | | | | |  | | | |
|  |  | | | |  | | | | | | | | | |
|  | YOUR NAME: | | | |  | | | | | | | | | |
|  | COMPANY: | | | |  | | | | | | | | | |
|  | POSITION IN COMPANY: | | | |  | | | | | | | | | |
|  | PHONE: | | | |  | | | | | | | | | |
|  | EMAIL: | | | |  | | | | | | | | | |
|  |  | | | |  | | | | | | | | | |
| **1.A.** | **CONTACT DETAILS *- OPTIONAL*:** | | | |  | | | | | | | | | |
|  | ***(to appear on published report)*** | | | |  | | | | | | | | | |
|  | | | | | | | | | | | | | | |
| 2. | THE ALERT | | | |  | | | | | | | | | |
|  |  | | | |  | | | | | | | | | |
|  | DESCRIPTIVE TITLE: | | | |  | | | | | | | | | |
|  |  | | | |  | | | | | | | | | |
|  | DATE AND TIME: | | | |  | | | | | | | | | |
|  | *(when the incident occurred)* | | | |  | | | | | | | | | |
|  |  | | | |  | | | | | | | | | |
|  | COUNTRY AND REGION: | | | |  | | | | | | | | | |
|  | *(where the incident actually occurred)* | | | |  | | | | | | | | | |
|  |  | | | |  | | | | | | | | | |
|  | DESCRIPTION: | | | | | | | |  | | | | | |
|  |  | | | | | | | | | | | | | |
|  |  | | | | |  | | | | | | | | |
|  | WHAT WENT WRONG? *(main root causes)* | | | | | |  | | | | | | | |
|  |  | | | | | | | | | | | | | |
|  |  | | | | | |  | | | | | | | |
|  | CORRECTIVE ACTIONS AND RECOMMENDATIONS: *(actions being taken to prevent recurrence and lessons learned)* | | | | | | | | | | | | | |
|  |  | | | | | | | | | | | | | |
|  |  | | | | | |  | | | | | | | |
|  | FUNCTION – tick ONE ONLY: | | | | | | | Exploration | | Drilling | | | | Unspecified |
|  |  | | | | | | | Production | | Construction | | | | |
|  |  | | | | | | |  | | | | | | |
|  | LOCATION (On/offshore): | | | | | | | Onshore | | | | Offshore | | |
|  |  | | | | | | |  | | | | | | |
|  | CAUSE – tick ONE ONLY: | | | | | | | Aviation accident | | | | | | |
|  |  | | | | | | | Assault or Violent act | | | | | | |
|  |  | | | | | | | Caught In, Under or Between (excl. dropped object) | | | | | | |
|  |  | | | | | | | Confined Space | | | | | | |
|  |  | | | | | | | Cut, Puncture, Scrape | | | | | | |
|  |  | | | | | | | Dropped Objects | | | | | | |
|  |  | | | | | | | Explosions or Burns | | | | | | |
|  |  | | | | | | | Exposure: Electrical | | | | | | |
|  |  | | | | | | | Exposure: Noise, Chemical, Biological, Vibration | | | | | | |
|  |  | | | | | | | Falls from Height | | | | | | |
|  |  | | | | | | | Overexertion, Strain | | | | | | |
|  |  | | | | | | | Pressure release | | | | | | |
|  |  | | | | | | | Slips and Trips (at same height) | | | | | | |
|  |  | | | | | | | Struck by (excl. dropped object) | | | | | | |
|  |  | | | | | | | Water related, Drowning | | | | | | |
|  |  | | | | | | | Other | | | | | | |
|  |  | | | | | | |  | | | | | | |
|  | ACTIVITY– tick ONE ONLY: | | | | | | | Construction, Commissioning, Decommissioning | | | | | | |
|  |  | | | | | | | Diving, Subsea, ROV | | | | | | |
|  |  | | | | | | | Drilling / Workover / Well Services | | | | | | |
|  |  | | | | | | | Excavation, trenching, ground disturbance | | | | | | |
|  |  | | | | | | | Lifting, Crane, Rigging, Deck operations | | | | | | |
|  |  | | | | | | | Maintenance, Inspection, Testing | | | | | | |
|  |  | | | | | | | Office, Warehouse, Accommodation, Catering | | | | | | |
|  |  | | | | | | | Production Operations | | | | | | |
|  |  | | | | | | | Seismic / Survey operations | | | | | | |
|  |  | | | | | | | Transport - Air | | | | | | |
|  |  | | | | | | | Transport - Land | | | | | | |
|  |  | | | | | | | Transport - Water, incl. Marine activity | | | | | | |
|  |  | | | | | | | Unspecified - other | | | | | | |
|  |  | | | | | | |  | | | | | | |
|  | LIFE-SAVING RULE – tick ONE ONLY | | | | | | | Bypassing safety controls | | | | | | |
|  | See IOGP report 459 | | | | | | | Confined space | | | | | | |
|  | *The applicable rule is the rule that failed* | | | | | | | Driving | | | | | | |
|  | *or was violated by an individual* | | | | | | | Energy isolation | | | | | | |
|  |  | | | | | | | Hot work | | | | | | |
|  |  | | | | | | | Line of fire | | | | | | |
|  |  | | | | | | | Safe mechanical lifting | | | | | | |
|  |  | | | | | | | Work authorization | | | | | | |
|  |  | | | | | | | Work at height | | | | | | |
|  |  | | | | | | | [Insufficient information to assign a rule] | | | | | | |
|  |  | | | | | | | [No appropriate rule] | | | | | | |
|  |  | | | | | | |  | | | | | | |
|  | PROCESS SAFETY FUNDAMENTAL (PSF)  – tick ONE ONLY | | | | | | | We respect hazards | | | | | | |
|  | See IOGP report 638 | | | | | | | We apply procedures | | | | | | |
|  | *The primary PSF* | | | | | | | We sustain barriers | | | | | | |
|  |  | | | | | | | We stay within operating limits | | | | | | |
|  |  | | | | | | | We maintain safe isolation | | | | | | |
|  |  | | | | | | | We walk the line | | | | | | |
|  |  | | | | | | | We control ignition sources | | | | | | |
|  |  | | | | | | | We recognise change | | | | | | |
|  |  | | | | | | | We stop if the unexpected occurs | | | | | | |
|  |  | | | | | | | We watch for weak signals | | | | | | |
|  |  | | | | | | | [No appropriate PSF] | | | | | | |
|  | PICTURES: | | | | | |  | | | | | | | |
|  | ***Pictures should be provided electronically with this form, as either .gif or .jpg files, and named ‘img1’, ‘img2’, etc.*** | | | | | | | | | | | | | |
|  |  | | | | | | | | | | | | | |
|  | *Image number* | | *Descriptive title (will be added as a caption within the published alert)* | | | | | | | | | | | |
|  |  |  |  | | | | | | | | | | | |
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|  | | | | | | | | | | | | | | |
| **3.** | IOGP USE ONLY: | |  | | | | | | | | | | | |
|  |  | |  | | | | | | | | | | | |
|  | AUTHORISED BY: | |  | | | | | | | | | | | |
|  | DATE: | |  | | | | | | | | | | | |

Date of issue: June 2023