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. 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)* |
|  |       |  |       |
|  |       |  |       |
|  |       |  |       |
|  |       |  |       |
|  |       |  |       |
|  |  |  |
|  |
| **3.** | IOGP USE ONLY: |  |
|  |  |  |
|  | AUTHORISED BY: |       |
|  | DATE: |       |

Date of issue: June 2023