|  |
| --- |
| **Incident Notification Form** |
| **Office of the Technical Regulator** |
|  |  |  | **OFFICE USE ONLY** |
|  |  |  | **Objective NumberFebruary 2024** |
|  |
| **Water Industry Entity Details** | **Phone** |  |
| **Owner Name** |       |       |
| **Operator Name** (*if different from owner*) |       |       |
| **Scheme Name** |       |       |
| **Details of incident** |
| **Date: *Click to enter date*** | **Location of incident:** | **Time:** |
|  |  |
| **Type of service affected:** | **Type of incident *(Refer to OTR incident protocol)*:** | **Infrastructure affected:** |
| ***Click to choose an item*** | ***Click to choose an item*** |  |
| **Description of incident (give brief summary of what occurred):**  |
| **Root cause of incident:**  |
| **How was it detected:**  |
| **Description of response / corrective action taken:**  |
| **Will the SRMTMP need updating?**  |  |
| **Notification to other organisations (where applicable)** |
|  | **Officer Name** | **Date** | **Time** |
| **DHW** |       |       |       |
| **EPA** |       |       |       |
| **SafeWork SA** |       |       |       |
| **Local Council** |       |       |       |
| **Other** |       |       |       |
| **Contact details of person completing form** |
| **Name:**       | **Title:**       | **Mobile Ph:**       |
| **Email:**       |
| **Incidents must be reported to the Office of the Technical Regulator as per the OTR Incident Protocol:** |
| ***Level 1 incidents must be reported verbally by phone as soon as practicable and within 24 hours by email.*** |
| ***Level 2 incidents must be reported in writing by email notification within 24 hrs.*** |
| ***Notifiable Events are not considered incidents but must be reported by email as soon as practicable and within 24hrs.*** |
| ***Phone reporting must be done to the emergency contact outlined in the Water and Sewerage Infrastructure Incident Notification and Communication Protocol. Email notifications to otr.wsinfrastructure@sa.gov.au*** |