|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Incident Notification Form** | | | | | |
| **Office of the Technical Regulator** | | | | | |
|  |  | |  | **OFFICE USE ONLY** | |
|  |  | |  | **Objective Number February 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*** | | | | | |