Report of notifiable incident

Notice is hereby given under section 58[[1]](#footnote-1) of the Regulations of an incident involving controlled material, controlled apparatus or a controlled facility as detailed below:

|  |  |
| --- | --- |
| Details of incident  (include additional information if required) | |
| Date & time of incident |  |
| Name of licence holder |  |
| Licence number |  |
| Description of source or facility involved |  |
| Description of the incident |  |
| Description of steps taken to control the incident |  |
| Description of any injury, damage or harm to persons or the environment |  |
| Description of steps taken to minimise the consequences of the incident |  |
| Any other relevant information or comments |  |
|  | |
| Name and position of person providing this information |  |
| Date of notice |  |

* **The licence holder must notify the ARPANSA 24/7 Duty Officer on (03) 9432 5384 within 24 hours**
* **This form** should be emailed to [licenceadmin@arpansa.gov.au](mailto:licenceadmin@arpansa.gov.au) as soon as possible and a **detailed report must be provided within 14 days**. Even if the report is not final it should still be submitted within the required period and clearly marked as a preliminary report. The final report should follow as soon as practicable and within a reasonable timeframe.

1. Section 4 of the Regulations defines the types of ‘notifiable incident’ that must be reported under section 58 [↑](#footnote-ref-1)