## INCIDENT TITLE:

<table>
<thead>
<tr>
<th>DISTRICT:</th>
<th>INCIDENT LOCATION:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>DATE OF INCIDENT:</th>
<th>TIME OF INCIDENT:</th>
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</table>

## INCIDENT DESCRIPTION

## INCIDENT BACKGROUND

(Reported information, Symptoms, Sequence of Events, Relevant Conditions, Related Equipment History)
SIGNALLING PROTECTION ARRANGEMENTS
(Equipment Booked Out of Use/Disconnected)

LIST OF RESOURCES USED TO GATHER EVIDENCE
(Signalling Logs, Photographs, Signalling Documentation Extracts, CCTV Footage, Observations, Audio Recordings, Witness Reports, Interview Notes, Personnel Assisting Investigation, Test Equipment, etc) ¹.

¹ Signalling Logs, photographs, etc shall be included as appendices to this report

DETAILED INSPECTION AND TEST STRATEGY
(Consider Apparatus Inspection, Signal Sighting, Apparatus & System Function Test, Interlocking Test, Circuit Test, Insulation Test, Correspondence Test, Track Circuit Test, Design Documentation Review)
TEST RESULTS AND INVESTIGATION CONCLUSION
(Attach extract of signal plan & documentation used to record testing e.g. marked up circuit pages, plans etc.)

ACTION TAKEN

RECOMMENDATION

INVESTIGATING SIGNAL ENGINEER’S NAME:

DATE:

SIGNATURE:

To the Professional Head Signalling and Control Systems