



Fill in greyed areas **ONLY** and pass to your line manager or facilities manager

**Definition of a near miss** - *A set of circumstances which could result in human injury, property damage or other loss but didn't.*

SAP Notification No.

Date of Incident

Time of Incident

Functional Location

Incident Location

Name/address of person who reported near miss	Phone number	Line Manager
<input type="text"/>	<input type="text"/>	<input type="text"/>

Incident Department

*Description of Incident*

*Actions taken to prevent occurrence*

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**On completion please pass to your Line Manager or Facilities Manager**