

1. **Who** Reported the Event?
 - i. Organisation
 - ii. Person Details
2. **When** did the Event occur?
 - i. When was the event reported?
 - ii. When did the event occur?
3. **What** happened?
 - i. Summary of event
 - ii. Detailed description
 - iii. Immediate Action Taken / Incident Log (optional)
 - iv. Type of Rail Event & Notification Category (if known)
 - v. Trains / Mobile Plant involved
 - vi. Delay or Rough Ride?
4. **Where** did the Event occur?
 - i. Location / KM Posts
 - ii. Track Names / Line Section
5. **Who** is managing the Event?
 - i. NCC / Functional Group
 - ii. Event Owner

EVENT DETAILS PAGE

1. What are the Consequences of this Event?
2. What is the Actual and Potential Severity if each Event Consequence?
3. What Strategic or Fatal HSE Risks are involved?
4. Has there been a spill or release of Pollution to the environment?
5. Who is the Responsible Party?
6. Is an Investigation or Major Incident Log Required?

EVENT DETAILS PAGE

1. Record the details of any Trains Involved
2. Record details of any Injured Persons (Type, Severity & Number Injured)
3. Identify any other RIM's or RSO's involved?
4. Determine whether ARTC Accountable for this Event?
5. Determine whether an Event Report needs to be sent to an Operator?

EVENT DETAILS PAGE

1. Event Sequence [Pre Cursor is <0, or Primary = 0, or Consequence is >0]
2. Assign Trains / Mobile Plant Involved
3. Record Weather Alert Type
4. Record Weather Alert Level
5. If Fire, Fire Alert Level
6. Identify Extreme Weather Consequences