


# OPERATIONAL INSTRUCTION

Investigating and reporting on RIDDOR's

OI-ISC-009

## DOCUMENT STATUS

EDITION NUMBER	REVISION NUMBER	DATE	STATUS	AUTHOR	APPROVED (IT)
1	0	04/05/06	Controlled	GMWG	

## PAGE AMENDMENTS

Page Number	Edition Number	Revision Number	Date of Insertion/ Amendment	Signature (IT)

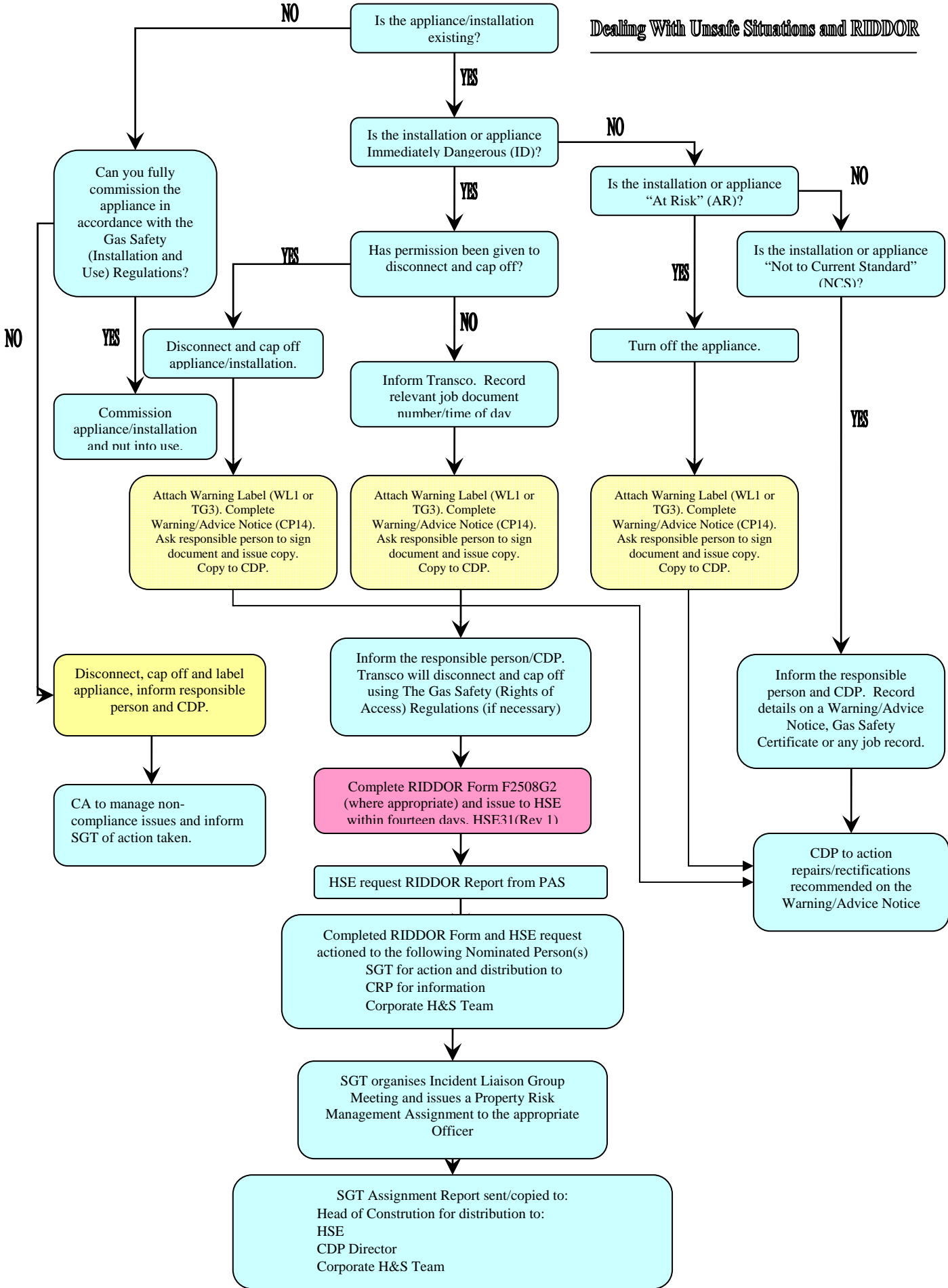
QUALITY MANAGEMENT PROCEDURES

REFERENCE LOCATION:

**PCD 017**

**THIS DOCUMENT IS CONTROLLED BY THE STRATEGIC GAS TEAM ALL AMENDMENTS MUST BE PROCESSED THROUGH THE STRATEGIC GAS TEAM**

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## F2508G2 - Report of a dangerous gas fitting

### Help

This is information about you and your organisation.

If you are reporting on behalf of another organisation, insert the name of your organisation.

#### Enquiries to The Incident Contact Centre

Telephone : 0845 3009923  
Email : [riddor@natbrit.com](mailto:riddor@natbrit.com)

### About you

If you have previously reported an incident please click [here](#).

1. What is your full name?

2. What is your job title?

### About your organisation

3. What is the name of your organisation?

4. What is its address and postcode?

What is the building number or name?

What is the road name ?

What is the town?

What is the county?

What is the postcode?

Your telephone/fax number

Tel:

Fax:

5. What type of work does the organisation do?

6. What is the name of local authority?

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## F2508G2 - Report of a dangerous gas fitting

### Help

This is general information about the gas fitting.

#### Enquiries to The Incident Contact Centre

Telephone : 0845 3009923  
Email : [riddor@natbrit.com](mailto:riddor@natbrit.com)

### About the incident

1. When was the dangerous fitting found?

Year : 2006 ▼ Month : April ▼ Day : 01 ▼

2. What was the address and postcode at which it was found?

What is the building number or name?

What is the road name ?

What is the town?

What is the county?

What is the postcode?

3. Was it in a building?

yes  no

4. Was the fault repaired at the time?

yes  no

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## F2508G2 - Report of a dangerous gas fitting

### Help

This is information about the people living at the premises.

#### Enquiries to The Incident Contact Centre

Telephone : 0845 3009923  
Email : [riddor@natbrit.com](mailto:riddor@natbrit.com)

### About the person

1. What was the name of the person living in the premises?  
(If they cannot be contacted, give the name address and telephone number of a relative or friend)

2. What was the address and postcode?  
What is the building number or name?

What is the road name ?

What is the town?

What is the county?

What is the postcode?

3. Are the premises rented?

- yes  
 no

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## F2508G2 - Report of a dangerous gas fitting

### Help

This is information about the dangerous gas fitting.

#### Enquiries to The Incident Contact Centre

Telephone : 0845 3009923  
Email : [riddor@natbrit.com](mailto:riddor@natbrit.com)

### About the dangerous gas fitting

1. What was the main fault?
  - gas leak
  - inadequate flue
  - inadequate ventilation
  - other
  
2. What type of appliance was involved?
  - boiler
  - instant water heater
  - combined fire and boiler
  - warm air unit
  - decorative fire
  - non-decorative fire
  - convector
  - cooking appliance
  - other appliance
  
3. What type of gas was involved?
  - natural gas
  - liquid petroleum gas (LPG)
  - LPG/air
  - other gas
  
4. What was the appliance?
  - flueless
  - open flued
  - room sealed
  - other (eg closed flue)

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## About the Gas fitting (continued)

5. Who last serviced the appliance (if known)?

6. What date was the appliance installed (if known)?

Year : 2006  Month : April  Day : 01

7. Was the appliance bought second hand (if known)?

no  yes  don't know

8. What is the name of the installer (if known)?

9. What is their address and postcode?

What is the building number or name?

What is the road name ?

What is the town?

What is the county?

What is the postcode?

10. What is the phone number?

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### Help

Please avoid using names of individuals in this section. If you need to refer to someone else, please use the term "colleague", "supervisor" or something similar.

### Summary of the dangerous gas fitting

Please say how dangerous you consider it to be, and why, and what action you have taken to make things safe by repairing faults at the time, disconnecting the gas supply, or advising occupiers (or the landlord or managing agent for the property) of the faults you are reporting.

#### Print Report

Click the button to format this report for printing

Print View

#### PDF Request

Tick the confirm box to be able to download this report as an Acrobat PDF file, this report will then be converted into a PDF file on submission of the report.

Confirm PDF Report Request

#### Submit Report

Submitting this report will automatically send it to the Incident Contact Centre, please wait until you are issued an Incident Number before closing your browser.

**When you have completed the form - click this box and then the Submit button**

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