# Annex A Reporting Template for Notifiable Incidents

Those under the duty to report incidents in section 274 in the Energy Act 2023 are encouraged to use this form.

If you are unsure whether you or your organisation is required to comply with reporting requirements, please consult Part 12 of the Energy Act 2023 and seek legal advice. If you are unsure whether the incident you are reporting may fall within Tier 1, 2 or 3, see the guidance available online.

This form is a tool to help support operators and owners to comply with reporting requirements when an incident takes place and clarify what level of detail is recommended to be provided.

Please fill out the text boxes below using as much information as possible. If there is information that is unavailable at the time of submission, please indicate when you are likely able to provide this. If you are providing more information on an incident, please re-submit this form and highlight new information in red.

If you are reporting a **Tier 1 incident**, you should have first reported this to the Department for Energy Security and Net Zero via telephone. You should do this first before submitting this form setting out the further detail. If you are reporting a **Tier 2 incident** you should have reported this to the Department for Energy Security and Net Zero via telephone and submission. Tier 3 incidents do not require reporting via phone call and can be reported through submission of this form.

The completed pro-forma should be submitted to The Department for Energy Security and Net Zero as soon as possible and within the reporting time frames. Please email your completed pro-forma to downstreamoilteam@energysecurity.gov.uk. You will receive a confirmation email, acknowledging receipt of the form.

|  |
| --- |
| Personal Details |
| 1. Name
 |  |
| 1. Organisation
 |  |
| 1. Role in organisation
 |  |
| 1. Contact number
 |  |
| 1. Email address
 |  |
| 1. Date of submission
 | DD/MM/YYYY   HH:MM  |

|  |
| --- |
| Basic information - key information to support processing of request. *Please insert* u*pdated information in red* and leave boxes that do not apply to the incident empty |
| 1. Description of the incident
 |  |
| 1. When did the incident begin?
 |  DD/MM/YYYY   HH:MM  |
| 1. What are the reasons why it has been considered to be a notifiable incident and under the duty to report?
 |  |
| 1. Please give the full address/location of the where the incident took place.
 |   |
| 1. What type of incident is it?

*Please describe the incident including details about any equipment, infrastructure, products that might have been involved.* |   |
| 1. What was the cause of the incident?

*If unknown, please leave blank for now. If known, please include details of events that led to the incident.* |   |
| 1. What is the impact of incident?

*Please list any immediate impacts and potential knock-on impacts if known.*  |   |
| 1. How have you responded to the incident?
 |   |
| 1. Has the incident been reported to a public authority i.e., COMAH authority?
 |   |
| 1. Do you have mitigations in place for this incident?

*If answered as “Yes”, please outline what these are and whether you have begun mitigating the incident.*  |   |
| 1. What is the timeframe to rectify or fix the incident?

*If you are unsure on timeframes, please give estimated timescales. Ballpark estimations are acceptable.* |   |