

Ref	Item	Rating	Comments
(4.1.4; 4.2.1)	Are all incidents reported promptly within the required timescales – 12 hours for major and 2 working days for all other incidents?		
(4.4.2; App 2)	Are all incidents communicated to relevant personnel promptly by SHE Group? Within 12 hours for major incidents to senior staff, PR and trade union representatives		
	Is the <i>Evotix Assure</i> description and information reported sufficient to describe the incident and determine its root cause?		
4.2.2	Are local investigations carried out by line management within 2 weeks?		
4.2.2	Have local investigations identified the incident's root cause?		
	Are remedial actions SMART, assigned to individuals and delivered to plan?		

	Is <i>Evotix Assure</i> data complete and consistent?		
4.5.1	Are all managers trained in incident investigation techniques?		
4.4.5	Is the HSE notified of all reportable incidents? In a timely manner?		