



PLEASE READ CAREFULLY.

To prepare for your upcoming course the following items are required:

Full Name of the person attending.

Individual's company name.

Individual's Contact email (Please check carefully this will be our only point of contact)

Credit Card Details

Incident Report for in Class Exercise (A must have)

We have found that students learn even more from the course when they use our techniques to analyse incidents from their own company in the class exercise.

Therefore, we would like each student to bring one incident report example for review (or one report per company if several from the same company attend).

WHAT MAKES A GOOD INCIDENT REPORT FOR AN IN-CLASS EXERCISE?

1. 2-Day and 5-Day Course:

Attendee should have knowledge of the incident.

2. 1-Day Equifactor® Course:

Attendee should have knowledge of an incident involving equipment failure.

3. In-Class Incident Report Notes:

The incident should not be overly complex. You will explain the incident to your group and answer questions about what happened. You will have a limited amount of time to perform the root cause analysis. Please do not bring an accident with the complexity of the Pike River or the Deepwater Horizon disaster report. Although the system is robust enough for these types of major disasters, you won't have enough time in class to fully analyze them.

4. The report should be fairly detailed. If possible, bring other supporting information (Pictures of the scene, copies of the procedures involved, statements from key witnesses, broken parts...).

5. Each team will be making an electronic presentation of your analysis to the class so you should load digital pictures or videos if you would like to use them in your presentation.