Off Nominal Event Report

Title of the Event

1. Date/time/location of the event –
2. Name and title of person reporting –
3. What was the planned or expected outcome?
4. Was the work planned and scheduled and if so, when and how?
5. What happened that was unplanned or not expected?
6. When you started, did you feel you were adequately trained and prepared for this task and if not, explain what concerned you?
7. Have you done this task before and if so, about how many times?
8. Were there any contributing factors (was it dark, cold, hot, windy, were you being rushed, were you tired, did you get or have incorrect information)?
9. What, if anything, would you do differently based on this experience?
10. What, if anything, should JSA do differently to keep something like this from recurring?