Occurrence Report Quality Check

Report Number:

	Items to be Reviewed	Yes	No	Comments
1.	Are fields addressed: #1-13, 16-22, 24 and 25, 28-30, and 34 for Notification Reports; plus field 35 for Short Form Reports?	☐	☐	
2.	Does the Facility Function identify the facility function, not the function being performed at the time of the occurrence?	☐	☐	
3.	Has the report been reviewed by an Authorized Classifier (AC) to verify no classified information is in the report? If Yes, is the AC's name and date provided on the report (in the report header area)? If No, should the report have been reviewed by an AC?	☐	☐	
4.	Is the Division or Project (#11) in the proper format, e.g., Contractor-Division-Department? If site-specific acronyms are used, are they spelled out in the Description of Occurrence (#15)?	☐	☐	
6.	Are the Systems, Equipment, or Buildings (#13) identified and specifics provided?	☐	☐	
7.	Is the Plant Area (#17) actually where the event took place?	☐	☐	
8.	Are the Discovery Date and Time (#18), Categorization Date and Time (#19), and Notification Dates and Times (#26 and #27) correctly entered?	☐	☐	
9.	Is the Subject or Title (#20) descriptive, accurate, understandable by laymen, and useful for "keyword" searches?	☐	☐	
10.	Is the Reporting Criteria (#21) correct and does it accurately identify the event?	☐	☐	
12.	Does the Description of Occurrence (#25) contain the following?	☐	☐	
	a. Is the first paragraph in the Occurrence Description field relaying the event's essential nature (summarize the occurrence in newspaper style — who, what, when, where, how, and current status)?	☐	☐	
	b. Is the information clear and succinct such that the general reader can understand why the event occurred and needs reporting. (Avoid redundant and unnecessary text, and lengthy "log book" accounts, unless a discussion of the event in chronological order is considered essential to understanding the event.)	☐	☐	
	c. Are abbreviations and acronyms initially spelled out?	☐	☐	
	d. Are contamination levels, dose, release, and damages quantified instead of merely stating a reportable limit was exceeded?	☐	☐	
	e. Is active rather that passive voice used? For example, write, "the electrician severed the conduit" rather than "the conduit was severed."	☐	☐	
	f. Is the event's sequence – timeline – showing a logical progression?	☐	☐	
	g. If appropriate, is a brief description or facility function described?	☐	☐	
13.	Was a subcontractor involved in this occurrence? If so Subcontractor Involved (#24) should be marked "Yes" and the name of the subcontractor(s) provided.	☐	☐	

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14.	Are the Operating Conditions of the Facility at the Time of the Occurrence (#28) descriptive of the operational status of the facility or equipment at the time of the occurrence?	☐	☐	
15.	Does the Activity Category (#29) properly reflect what was occurring at the time of the occurrence, not the status of the facility?	☐	☐	
16.	Are the immediate actions appropriate for the occurrence (#30), and do these place the facility and personnel in a safe state?	☐	☐	
17.	Are the appropriate ISMS code(s) provided (#35)	☐	☐	
18.	Are the Cause Code(s) (#31) representing the occurrence's cause detailed/based upon the required analysis?	☐	☐	
19.	In the Description of Cause (#32), have all causes been defined/explained and what corrective action(s) will mitigate the cause code(s)?	☐	☐	
	a. Is there a logical relationship to the Description of the Occurrence (#25)?	☐	☐	
	b. Will the cause(s) reduce recurrence of this event?	☐	☐	
	c. Is the Cause Analysis methodology identified?	☐	☐	
	d. Are the corrective actions detailed?	☐	☐	
20.	Does the Facility Manager's Evaluation (#33) explain how the occurrence happened in spite of controls, and why the corrective action(s) will prevent recurrence?	☐	☐	
	• If this is an Update Report requesting an extension to the due date of the Final Report, has a justification and estimated Final Report date been provided?	☐	☐	
21.	Do the Corrective Actions (#39) address the cause(s) identified in the cause code field (#31), simply are the mitigations written out to address the causes?	☐	☐	
	a. Have the corrective actions been entered in ICARE?	☐	☐	
	b. Are the ICARE and Action Item number(s) been provided for each corrective action?	☐	☐	
	c. Have potential site-wide corrective actions been considered to preclude similar problems at other facilities?	☐	☐	
22.	Does Lessons Learned (#36) include information pertaining to this occurrence that could benefit others?	☐	☐	
23.	Has a review been made to determine if there were other Similar Occurrences (#37) and have these been properly entered?	☐	☐	
	If any time limits were exceeded (discovery, categorization, report submission), were the reasons addressed in the report?	☐	☐	