



Incident Report Form

This form is to be completed by the diving club or diving event organizer whenever there is an incident during a diving activity involving injury to a person or damage to equipment not owned by the club/event organizer.

When completing this form or interviewing witnesses to determine what happened be extremely conscious of the need for a factual description without assignment of blame, explicit or implied, and without admission of fault. Attach extra sheets if needed. The completed form should be sent immediately by e-mail to Megan Pereira, DPC National Registrar (megan@diving.ca).

Name of the PSO/club reporting the incident: _____

Contact person reporting the incident: _____

Position with the PSO/club: _____

Email: _____ Phone/cell: _____

Please include the name(s) of those involved in the incident – if required please add an extra page.
If member is a minor, please list both the name of the participant and the parent.

1. Name: _____ Club: _____

Email: _____ Cell: _____

2. Name: _____ Club: _____

Email: _____ Cell: _____

Where did the incident happen: competition, training, camp – please provide as much detail:

List any injuries, where they were treated and by whom:

Was there any property damaged? Please provide details:

Please describe the incident. State only the facts of what was observed, do not try to determine who, if anyone, might have been at fault.