

**APPENDIX 2: BBS NATIONAL RIFLE & PISTOL CLUB ACCIDENT /
INCIDENT FORM**

Date of Report:.....

Name of the person making this Report:

Was the incident reported to others such as the Range Office?

Contact Tel number:

Email address:

Who or what does the Report Concern?

On what date did the event occur and where did it occur?

Please describe as carefully as you can exactly what happened and how it happened without giving any opinion as to why it happened. What did you SEE? What did you HEAR? Stick to facts.

Why do you think what happened occurred as it did? Please now give your opinion on the event and why (rather than how) it occurred:

Do you think someone or something is worthy of blame for what happened?

How do you think the event might have been avoided?

Any other comments:

Signed.....

Please use extra sheets if required.

**ANY INCIDENT REPORT MUST BE COMMUNICATED BY TELEPHONE
IMMEDIATELY AND THIS FORM COMPLETED AND SENT ASAP TO THE
BBS CLUB SECRETARY.**