CHRISTCHURCH PISTOL CLUB

CPC INCIDENT REPORT FORM

This Form is only to be utilised for incidents occurring upon CPC property, including

- **Range Safety and Conduct,**
- **Member Conduct,**
- **Other incidents relating CPC Policies, Rules & Standing Orders.**

This Form is NOT to be utilised for incidents involving injury to a person or property, or occupational health and safety.

Date Reported: …….. **Time Reported**: ……

Exact Location: **Range** ……. **Car Park / Entrance/Exit** [ ] **Range Office** [ ]

Other Club Location: [ ] *specify*…….

Date of Incident: …… **Time of Incident:** ……..

Incident Report Completed by: ……

PART 1:	**PERSON SUBJECT TO INCIDENT REPORT**

Surname: …… **Given Names:** ……..

If CPC Member, detail the following:

FM1 Number: …… **CPC Member Number:** ……..

If not CPC Member, where they:

Authorised Visitor [ ] **Other** [ ]*specify*……

PART 2:	**WITNESS DETAILS**

Eyewitnesses who witnessed the incident, or circumstantial witnesses who witnessed the events leading up to or following the incident. Additional witnesses' details should be provided on attachment.

Name of Witness to Accident: ……

Type of Witness: **Eye Witness** [ ] **Circumstantial Witness** [ ] **Other** [ ]

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PART 3:	TYPE AND DESCRIPTION OF INCIDENT

Range Safety: **Procedural** [ ] **Conduct** [ ] **Other** [ ]

Firearms Incident: **Minor** [ ] **Major** [ ] **Police Notifiable** [ ]

Conduct: **Committee Member** [ ] **Non Committee Member** [ ] **Visitor / Other** [ ]

Breach of CPC: **Standing Orders** [ ] **Rules / Constitution** [ ] **Other / Policies** [ ]

Detailed description and sequence of events leading up to, and post incident:

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…… ***attach additional sheets if necessary***

Range Officer on Duty: *if applicable*……

Record of Incident: Video/CCTV [ ] Photo [ ] Other [ ] None [ ]

DECLARATION I declare that the information in this Form is true and correct

Signature: ……

Name: ……

Title: ……

Date: ……

Submitted on: ***date*** …… **To:** **President** [ ] **Secretary** [ ] **Captain** [ ]