**ONR Incident Notification Form (INF 1)**

The primary means of reporting incidents is via the appropriate ONR portal. If the ONR dutyholder portal is not available to use, this completed form should be sent by email to onr.incidents@onr.gov.uk .

**Note:** This form should not be completed for RIDDOR reporting purposes.
A separate form is available.

**Part A -** This is a preliminary report of an incident affecting an activity or site regulated by ONR and is without prejudice to the results of further investigations. It is provided for information only at this stage. **Note**: Do not use the information provided without reference to ONR.

Please refer to ONR’s website [Notify ONR | Office for Nuclear Regulation](https://www.onr.org.uk/about-us/contact-us/notify-onr/) for more details on making notifications.

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| Indicate any protective marking once form completed |       | Site’s reference number |       |

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| **Section 1 – Preliminary information** - Provide details of the person to contact for further information and include particulars of the site operator/address where the incident occurred. Where the incident occurred elsewhere, provide similar details of the dutyholder/ parties involved where known.  |
| Reported by: |       | Email address |       |
| Position |       | Phone number  |       |
| Site operator**/** dutyholder |       | Site location/ address (including postcode) |       |
| Incident date [dd/mm/yy] |       | Incident time [hh:mm] |       |
| Report date [dd/mm/yy] |       | Report time[hh:mm] |       |

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| **Section 2 –** **Nature and consequences of incident** - Complete the sections below to provide a description of the incident, to include details of the plant affected and current plant status where appropriate, outline actual or potential consequences, and any mitigating actions. |
| Plant/area affected |       |
| Description of incident  |       |
| Initial action taken by dutyholder |       |
| **Initial estimate of significance** (mark all relevant boxes) | [ ]  None [ ]  Minor [ ]  Moderate [ ]  Major |
| [ ]  Radioactivity release. [ ]  Workers affected. [ ]  Public affected.If yes, provide details:       |
|  [ ]  External Services involved? [Police, Fire, Ambulance, other]If yes, provide details:       |
| Provisional INES rating:(event scale 0 to 7, or indicate ‘N/A’) |       | Licensee incident category (if appropriate) |       |

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| **Section 3 –** **ONR Incident Category -** Indicate appropriate incident category or categories from ONR’s “Process for notifying incidents to ONR” (ONR-OL-PROC-002.) Appendix A provides full details of all categories and associated criteria.Add the appropriate number(s) in box(es) below. Select ‘AN01’ where this is also relevant i.e. incident attracting media interest.  |
| Nuclear safety, NS        | Security, SC       | Safeguards, SG       |
| Radiological safety, RS       | Transport, TS       | Other, AN01 [ ]  |

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| **Section 4 – Reporting this incident to others** – Indicate any other notifications to external parties made in relation to this incident by marking the appropriate box(es) and adding specifics. |
| [ ]  EA / SEPA / NRW please specify:       | [ ]  Devolved Government please specify:       |
| [ ]  DESNZ / MOD please specify:       | [ ]  Other please specify:       |

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| **Section 5 – Further comments/information**. Please use this section to further explain the incident to aid understanding of the circumstances. Include details of investigation work that is planned or has started, and any wider implications for other facilities.  |
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**Incident notification by telephone:**

* **Non-security incidents** (emergency only): **0151 922 5911**
* **Security incidents –**
	+ During business hours (i.e., Monday – Friday 08:30 – 17:00): **Call Nominated Site Inspector**.
	+ For out of business hours: C**all** **CNSS Duty Officer on 0330 313 5695**

**End of form**