

	National Defence Défense Nationale		Back to the DID List
DATA ITEM DESCRIPTION - DESCRIPTION DE DONNÉES			
1. TITLE – TITRE		2. IDENTIFICATION NUMBER - NUMÉRO D'IDENTIFICATION	
MSE INCIDENT REPORT		DID 3.56.1	
3. DESCRIPTION / PURPOSE – DESCRIPTION / OBJET			
<p>Report all vehicle accidents, including those by third parties, to the NWSO TA. This report is to be included as part of the response by the contractor in notifying the NWSO of a MSE incidents that are/have occurred at the NWS Sites.</p>			
4. APPROVAL DATE DATE D'APPROBATION	5. OFFICE OF PRIMARY INTEREST (OPI) BUREAU DE PREMIERE RESPONSABILITÉ (BPR)	6. GIDEP APPLICABLE D'ÉCHANGE DE DONNÉES PERTINENT	
September 2020	NWSO Technical Authority (TA)		
7. APPLICATION / INTERRELATIONSHIP – APPLICATION / INTERDÉPENDANCE			
<p>CDRL 3.56.1 and SOW paragraph 3.56.1 refer.</p> <p>This DID contains the format and content preparation instructions for the data generated under the work tasks described in the NWS O&M SOW.</p>			
8. ORIGINATOR - AUTEUR		9. APPLICABLE FORMS - FORMULES PERTINENTES	
NWSO TA			
10. PREPARATION INSTRUCTIONS – INSTRUCTIONS SUR LA PRÉSENTATION DES DONNÉES			
<div> <div>10.1</div> <div> Source Document NWS O&M SOW Section 3, paragraph 3.56.1 </div> </div> <div> <div>10.2</div> <div> Content and Format </div> </div> <div> <div>10.3</div> <div> Conduct investigations as required to determine the root cause and preventive actions to prevent a recurrence. </div> </div> <div> <div>10.3.1</div> <div> The O&M Contractor shall submit initial and follow-up reports for vehicle incidents. Incorporate MSE Vehicle Accident Report form referenced at SOW 3.53. </div> </div> <div> <div>10.3.2</div> <div> The initial report shall be submitted within 8 hours of the vehicle incident occurring, with follow-up reports submitted as required until the incident has be fully investigated and corrective action has been completed. Follow-up reports are to document the status of the investigation and corrective actions which are planned/completed until such time as the incident is considered closed. </div> </div> <div> <div>10.3.3</div> <div> The Report shall detail the incident which may include but shall not be limited to: <ul style="list-style-type: none"> a. Zone location of incident; b. Site location of incident; c. Date/time of the incident and particulars of who/how it was discovered; d. Date/time and particulars of person who submitted the report; e. Contact information of the manager reporting the incident; f. Work order reference (if applicable); g. External agencies that were informed; h. Description of the Vehicle/MSE involved in incident, including Vehicle/MSE License number; </div> </div>			

- i. Description of the incident;
- j. Brief summary of the incident, including how it occurred;
- k. Assessment of damage and/or impact, the consequences and effect of the incident;
- l. Actions taken; and
- m. Include other relevant/pertinent information.

10.3.4 Update the Risk Management Plan, NWS O&M SOW Section 1, paragraph 1.39.1, as warranted to eliminate or mitigate the chance of similar vehicle incidents from recurring.