



# SSPC ACT Safety Incident Proforma

Sporting Shooters Pistol Club (SSPC) ACT  
 GPO Box 134 Canberra ACT 2601  
 ABN: 31 997 271 123

Incident Date	Incident Time	Incident Location

Person/s Involved in Incident	
Persons' Name	SSPC ACT Membership Number
Person 1	
Person 2	
Person 3	
Person 4	
Person 5	

Additional Information	
Range Officer present	Range Officer Name
Discipline	
Activity	
Any Injuries	Assistance provided
External Agencies Informed	Agency Name

Incident Details



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## Actions' Taken (at the time of the incident)

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## Safety Officers' Action/s

<b>Lessons' Learnt.</b> 1. Root Cause. 2. Instant Corrective Action (if any). 3. Etc.	
Follow Up Action/s	
Recommendation/s	

## Close out Action/s (Safety Officer)

Committee Referral		Reason	
Comments:			
Communicated		To Whom	
Published		To Where	
Completed & Closed			
*No further action/s required or to be carried out*			

*SSPC ACT Safety Incident Proforma remains the sole property and rights of SSPC ACT.*