

Incident Reporting Procedures for Subcontractors

Date: [Insert Date]

To: [Subcontractor Name]

From: [Your Company Name]

Subject: Incident Reporting Procedures under Service Agreement

Dear [Subcontractor Name],

This letter outlines the incident reporting procedures that must be followed in accordance with the service agreement between [Your Company Name] and [Subcontractor Name]. It is imperative that all incidents affecting the project or services provided be reported promptly to ensure safety and compliance.

Incident Reporting Procedure

1. **Immediate Notification:** Notify [Designated Contact Person] at [Contact Information] within [Specify Time Frame] of any incident.
2. **Documentation:** Complete the Incident Report Form attached to this letter within [Specify Time Frame] and forward it to [Designated Contact Person].
3. **Investigation:** Participate in any investigation conducted by [Your Company Name] as needed.
4. **Follow-Up:** Provide any additional information or updates as required by [Your Company Name].

Incident Report Form

Please find the attached Incident Report Form which includes sections for:

- Date and time of the incident.
- Location of the incident.
- Description of the incident.
- Names of individuals involved.
- Any immediate actions taken.

Failure to adhere to these procedures may result in disciplinary actions as outlined in the service agreement. Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Contact Information]