 Discovery Labs	STANDARD OPERATING PROCEDURE			
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TITLE: REPORTING AND RECORDING OF ACCIDENT/INCIDENT/NEARMISS				

1.0 PURPOSE:

This procedure is to provide the guidelines for the reporting and recording of incidents or accidents or near miss.

2.0 SCOPE:

This Standard Operating Procedure is applicable to all employees working at Discovery Laboratories pvt.ltd.

3.0 RESPONSIBILITY:

3.1. EHS Department

3.1.1. It is responsibility of EHS Department to conducting and carrying out an investigation.

3.2. User Department

3.2.1. It is responsibility of shift in charge to report the Accident/ incident/ near miss to time office / security and to EHS

4.0 DEFINITIONS:

4.1. Accident:

4.1.1. Unwanted / undesirable occurrence which results in injury, damage to property or a Contribution of death

4.2. Incident:

4.2.1. Unwanted / undesirable event that has potential to lead to an accident.


4.3. Near miss:

4.3.1. Unwanted / undesirable event where no ill health, injury, damage or other loss occurs.

5.0 PROCEDURE :

5.1. Employee / workmen whoever is involved or present at the site of Accident / Incident/ Near miss shall report immediately to his supervisor/ shift in Charge/ HOD. Any Accident/ Incident/ Near miss if takes place in the factory premises, emergency measures shall be taken by concerned shift in charge/ section in

	Prepared by	Reviewed by	Approved by
Sign & Date			
Name	E G M Tilak	M. Ramesh	Ch. Mahendar Reddy
Department	EHS	Engineering	Quality Assurance


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charge / HOD. If necessary shift in charge shall seek the help of security personal, EHS department and other employees.

- 5.2. HOD/ Shift in charge shall communicate orally about the occurrence of accident/ incident to the EHS department as well as plant in charge immediately
- 5.3. In case of an accident, the area shall not be distributed evidence should remain intact till Preliminary investigations done
- 5.4. The Plant in charge shall report the details of accident / dangerous occurrence in Prescribed format of Form 18 in case of accidents leading to death or bodily injuries and Form 18A in case of accidents causing no injury or death to inspector of factories, ESI and TS PCB as applicable in consultation With HR and EHS departments
- 5.5. HOD/ shift in charge shall also communicate in writing the occurrence of accident / incident to the EHS department/ security.
- 5.6. The format for reporting Accident / Incident/ Near miss information is available at EHS department Current version EHS009-FM013
- 5.7. The EHS department and the workplace incharge where Near Miss/ Incident/ Accident happened will do the investigation.
- 5.8. The investigation team shall collect the data by using accident/ incident information report. Record the observations.
- 5.9. Depending on the severity EHS department should take the services of any institute/ third Party having better expertise to identify the root cause and the action plan to eliminate the root cause.
- 5.10. The investigation report will be discussed in subsequent plant EHS- committee meeting.

6.0 FORMATS / ANNEXURE(S):

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Sign & Date			
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Department	EHS	Engineering	Quality Assurance

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- 6.1. Accident / Incident/ Near miss Information Report : EHS009-FM013
- 6.2. Accident reporting to inspector of factories in case of death/injury : FORM 18
- 6.3. Accident reporting to inspector of factories in case of no death/injury: FORM 18A

7.0 CHANGE HISTORY:

Revision No.	Effective Date	Details of Revision	Ref. CCF No.
00	01-02-2013	New SOP	---
01		Revised as per current SOP & more clear and clarity	---
02		1. SOP format changed in line with QA-SOP-001-05 2. Definition of Accident, Incident, Near Miss included 3. FORM 18 and FORM 18A were added	CCF/GEN/17017

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