**Incident Report Form**

**This form is designed for you to comment on your tour. The intention is to give a balanced view of any incidents that may give cause for complaint by the clients, about yourself, the tour, other crew, local operators, transport and hotels etc. No matter how trivial the matter may seem at the time. This sheet is designed to be read before and in conjunction with your tour questionnaires and to give us your side of the story before any questions or disputes arise.**

**When an incident occurs please email, fax or post this sheet to us at your earliest possible convenience.**

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| --- | --- | --- |
| **DATE OF INCIDENT** | **TIME** | **PLACE** |
| **PARTICULAR CLIENT (S) / OPERATOR CONCERNED** | | |

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| **DESCRIBE THE INCIDENT** |
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| **ACTION TAKEN** |
|  | |
| **DATE**  **COMPASS EXPEDITIONS REPRESENTATIVE’S SIGNATURE** | |