

ANY PERSONAL DATA REPORTED IN THIS FORMS WILL BE TREATED ACCORDING TO THE SWEDISH PERSONAL DATA ACT. MORE INFORMATION IS AVAILABLE ON THE SVENSKA KRAFTNÄT WEBSITE: WWW.SVK.SE.

To be completed by ENIA Support

ENIA ID	REPORTED DATE
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Step 1 REPORTING

Reported by

NAME	DATE
EMPLOYMENT UNIT	PHONE
E-MAIL	

Injured person

NAME	DATE
EMPLOYMENT UNIT	PHONE

Type of Event or Deviation

Work environment - damage to human (physical or mental) <input type="checkbox"/> Risk Observation <input type="checkbox"/> Near miss <input type="checkbox"/> Accident <input type="checkbox"/> Commuting Accident * definitions of event, see page 2	<input type="checkbox"/> Environment <input type="checkbox"/> Quality <input type="checkbox"/> Property/Security <input type="checkbox"/> IT Security incident
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The incident is reported to

<input type="checkbox"/> Arbetsmiljöverket, date _____ <input type="checkbox"/> Elsäkerhetsverket, date _____	<input type="checkbox"/> Other Swedish authority _____
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Course of events

DATE	TIME	LITTRA	PLACE	ATTACHMENTS (YES/NO)
OCCURENCE TITLE				
COURSE OF EVENTS (NOTE: DO NOT USE PERSONAL NAMES)				

INFORMER'S OPINION ON THE CAUSE OF DEVIATION

Step 2 - INQUIRY AND ACTIONS

Root cause analysis

DESCRIPTION OF THE ROOT CAUSE OF A DEVIATION: ASK 5 TIMES WHY? AN EVENT HAS OCCURRED AND YOU CAN DETERMINE THE ROOT CAUSE.

Actions

DESCRIBE ANY REMEDY PERFORMED AND SUGGEST PREVENTIVE MEASURES

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Risk Observation - when you discover an error, a risk or a deficiency that could lead to accidents or incidents. (Aha!)
Near miss - an incident that could have led to damage in humans. (Oops!)
Accident - an incident that has caused harm to human. (Ouch!)
Commuting Accident - incident occurring on the way to or from work.

Environment - an event that led or could lead to damage to the environment
Property / Security - any damage or electrical disturbance that harm our or another's property. Adverse events or attacks that may damage the information, facilities, equipment, etc.
Quality - a deviation from legal requirements, contracts, agreements, procedures, norms or standards