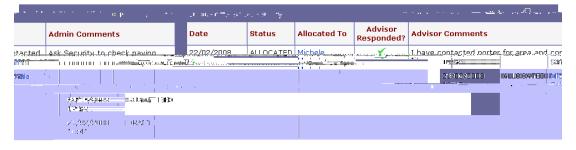


- 4. Complete the Incident Report form
 a. The C i e and nc.den e fields are mandatory
 b. It is important that you record the Age and Con c De -



5. Once the HSA has saved their response then a tick will appear in the 'Ad /- or e ponded' column to show that a response has been made:



6. The HS Administrator can carry on adding comments for the HSA to respond to until the incident has been completed.