

## CLOSE CALL REPORT FORM

Please enter details of the close call in the boxes below and email this form as an **ATTACHMENT** to [closecallreporting@networkrail.co.uk](mailto:closecallreporting@networkrail.co.uk)

**ONE SUBMISSION PER FORM. FORM MUST BE SENT AS AN ATTACHEMNT**

If you are unable to fill in detail on this form, please submit your report via the app on your iDevice, or alternatively call 01908 723500 (option 1)

<b>Name:</b>	
<b>Email:</b>	
<b>Mobile:</b>	

<b>Who/what area would be responsible for the closing out this close call?</b>	
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<b>Event Date:</b>		<b>Event Time:</b>	
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<b>Location:</b>	
Please provide as much detail as possible. ELR, Mileage, Address	

<b>Incident Detail:</b>	
Please provide a description of the issue with as much detail as possible.	
It is helpful if you can provide details of the activity taken place at the time of the event.	

<b>What Could have happened?</b>	
A brief description of what could have happened due to this close call.	

<b>What were you able to do about it?</b>	
Please state what was carried/completed to reduce/remove immediate risk? If the risk is still present, what action(s) is required to be carried out?	

<p>Has the issue been resolved? (Yes / No)</p>	
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CLOSE CALL FORM VERSION: 1.4