

## **Best Practice: Security Incident Report Form**

The image shows a sample of the Security Incident Report Form. The form is titled "PORTS AUTHORITY TONGA INCIDENT REPORT" and "PART 1 - SECURITY INCIDENT DETAIL". It includes sections for "INCIDENT SITE", "INCIDENT DESCRIPTION", "INCIDENT DETAILS", "DEVICES USED BY OFFENDER", "METHOD OF INTRODUCTION", "List security measures circumvented", "Proposed measures and procedures to prevent recurrence of a similar event", and "Other pertinent details".

<b>Category:</b>	Documents & Forms
<b>Location First Observed:</b>	Nuku'alofa, Tonga
<b>Date First Observed:</b>	March 2006
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**Description:** The ISPS Code, Part A Regulation 16.3.9, requires a procedure for reporting security incidents. The Port Authority of Tonga has developed a Security Incident Report form designed to capture all critical information in a user friendly format. The form includes the usual description and details blocks, but then goes further with witness list, injury lists, and a multiple choice offender details section. In addition, the form contains a “proposed measures to prevent recurrence” section allowing the reporting officer to immediately provide input towards corrective actions.

**Discussion:** The form is filled out by the reporting officer immediately following an event or, if time allows, can be used during an incident to record information. As a result of its easy to use/read format and the clear “reminder” information included on the form, it is simple to complete. This helps to ensure a timely written report of a Security Incident. As an added advantage, the form could be tailored to meet specific criteria required on a local police report form to simplify exchange of information or to be used as a quality assurance form to ensure the correction of any causal factors identified as a result of the incident. No obvious disadvantage exists, other than ensuring that a copy of the form is available, either in hardcopy or electronically, when needed.

**Potential Down-side:** The form does not have a comment block or signature space for the Reporting Officer’s Supervisor or the Designated Authority, addition of these would help to verify the appropriate authorities had been notified and the proper corrective actions had been taken to address issues raised by the incident. Some basic training in the use of the form would have to be initiated.

**Conclusion:** This is a very simple, easy to institute format that would help to ensure proper incident reporting and corrective action.

**Cost:** Cost should be minimal. Estimate one hour of labor to draft electronically and print out sufficient copies. The cost of one to two reams of paper: approximately \$8.00USD each.