

AUTHORISATION: Signature**Date**

Purpose and Scope

This procedure defines the requirements for ensuring that any regulatory action taken against the Company is recorded and acted upon.

Procedure

The Director shall ensure that all Company employees know that:

a report shall be made, **as soon as is practicably possible**, to:

**The Director
Greenberg Ltd
Unit 9
Hudswell Road
Leeds
LS10 1AG**

Tel No: +44 113 244 8444

on any incident where regulatory action is either indicated or taken against the Company.

- The following list contains examples of matters that should be reported. As no list can be complete, if in doubt the incident should be reported:
 - any event, such as a substantive violation of a permit, authorisation or consent, which requires reporting to a regulatory agency and could lead to prosecution;
 - the serving of an Improvement Notice;
 - the serving of a Prohibition Notice;
 - any notification of action being taken by H&S regulatory authorities;
 - any conviction for breach of H&S legislative requirements.
- The report will include, as a minimum, the date and time of the notifiable incident, a description of the incident, details of any persons either involved or affected and the actions that have been or are intended to be taken.