

## Lusail Real Estate Development Company

Health, Safety, Security, Environment, Logistics & Quality Department

## Lusail Operation Safety Procedural Forms/Checklists – Incident Close Out Letter (Template)

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COMPANY PROPRIETARY INFORMATION

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## **Amendment Record**

This document is reviewed to ensure its continuing relevance to the systems and process that it describes. A record of contextual additions or omissions is given below:

Rev .No	Description / Comments	Prepared By	Checked By	Approved By	Issue Date
0	Creation of new document	HSE Working Team	Michael Ford	Uwe Krueger	- 04 August 2015
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Document No: LUS-HSE-FM4-446-136.00

Ref.
Date:

M/s
PO Box
Tel:
Fax:
Email:

Attention :

Project :

Subject : <u>Incident Description – Date</u>

Dear Sir,

The HSE Department refer to the incident that took place (Incident Number) at Developers Name and Plot Number on XX XXXX 2015, acknowledge the receipt of the final report which was submitted on XX XXXX 2015 in relation to the above incident.

Having noted the contents of the final report, we consider the incident report to be satisfactorily finalized.

It is the contractors' responsibility to ensure all remedial actions are completed and that site conditions are monitored to ensure corrective actions are effective to prevent reoccurrence.

LREDC is committed to the highest standards of workplace Health & Safety and your continuing support to ensure the highest level of Health & Safety Standards are maintained is greatly appreciated.

Best regards,

## Engr. Waleed Al-Khal Fakhroo HSSELQ Director

Encl. Lusail Safety Site Inspection – AK Res 19 dated July 28, 2015

Cc: Michael Ford - Senior HSE & Fire Manager Bruce Bester – H&S Manager Colette Vermeulen – Lead H&S Inspector XXXX – H&S Inspector

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Originator:
Bruce Bester
Safety Manager
Date:

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