



Lusail Real Estate Development Company

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

Lusail Operation Safety Forms/Checklists – Witness Report Form

Document No LUS-HSE-FM4-453-002.01 Rev 1

Uncontrolled Copy Controlled Copy Date 01-Apr-2015

COMPANY PROPRIETARY INFORMATION

Prior to use, ensure this document is the most recent revision by checking the Master Document List. To request a change, submit a Document Change Request to the Document Control Representative. Master copy of this document will be maintained by the LREDC QA/QC Manager. Not controlled if printed.

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
1	(Pg. 1) Company Propriety Information – Not controlled if printed has been added.	HSE Working Group	Michael Ford		1 st April 2015
1	(Pg. 2) Revised Amendment Table	HSE Working Group	Michael Ford <i>Michael Ford</i>		1 st April 2015



Witness Report

A. Witness Details

Witness Report no:	
---------------------------	--

Name:	
Company	
Job Title:	
Unit / Area:	
Nationality:	

B. Report

Date / Time Interviewed	
Location during occurrence	
What attracted attention to occurrence:	

C. Interview checklist

1. Interview promptly
2. Interview separately
3. Put person at ease
4. Get individual version
5. Questions for details
6. Make brief notes
7. Let the person think
8. Review key points
9. Ask for suggestions
10. End on positive note

D. Witness Comments

E. Suggestions for Remedial Actions