



GAYATRI

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INCIDENT INVESTIGATION PROCEDURE

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An incident is an unplanned or undesired event that adversely affects a company's work operations. Incidents include work related injuries, occupational illness, property damage, spills, fires or near miss events that could have resulted in any of these incident investigation is a tool to prevent recurrence of incidents. This standard defines the scientific approach of investigating incidents with involvement of concerned personnel of the affected area/location and specialists, as required.

1.1 Intent and Purpose:

The objective of the standard is to ensure that all critical factors involved in an incident are determined through scientific investigation and the key factors are identified to derive the corrective and preventive steps which will eliminate recurrences.

1.2 Benefits of incident investigation:

The incident investigation process contributes to the continuous improvement of the systems and performance by:

- A) Identifying and implementing actions to prevent incident recurrence
- B) Promoting an atmosphere of openness by improving communications and understanding about the incident.
- C) Identifying conditions that, even if only indirectly related to the incident under investigation, could potentially contribute to the occurrence of future incidents and providing an opportunity to share this broadly.
- D) Providing input to the development and improvement of the policies, standards, guidelines, procedures and training modules.

1.3 Procedure of incident investigation:

- A) Planning
- B) Initial Response recording
- C) Initial reporting to the concerned authority
- D) Investigation under progress
 - i) Formation of investigation Team
 - ii) Determining the Facts
 - iii) Determining the Key factors
 - iv) Recommendation of corrective and preventive actions
 - v) Documentation of findings
- E) Communication of finding to the concerned employee and concerned authority with Principal Employers.
- F) Follow – up in the systems

For Gayatri Automation Systems (P) Ltd.

Authorised Signatory
Mr. Naveen Gaur (CEO)

For Gayatri Automation Systems (P) Ltd.

Authorised Signatory