



TRADER CONSTRUCTION COMPANY – Equipment Damage Reporting

Heavy Construction • Site Development • Engineering • Design/Build • Surveying

Equipment Damage Reporting

Purpose

In the event that Trader Construction Company (Trader) causes equipment damage or property loss to PCS Phosphate's assets, Trader's Safety Director will complete PCS Phosphate's Equipment Damage Report to document the events leading up to the unfortunate incident. The Equipment Damage Report will provide the necessary documentation to identify, track, and eliminate future undesirable events that may cause equipment downtime and costly repairs.

Investigation Time Frame

Trader will report and document any damage to PCS Phosphate's equipment or property loss at the plant site as soon as practical after a comprehensive understanding of the events is completed. In no circumstance will the reporting period exceed two (2) working days from the time of the damage occurring. If circumstances dictate a longer period for investigation, Trader's Safety Director will notify PCS Phosphate's Safety Department, prior to the 2 day deadline, and inform the designated safety representative that the investigation is in progress and an expected completion date.

Process of Investigation

When equipment damage or property loss occurs the incident will be reported by personnel involved in the incident to their First Line Superintendent who will notify Trader's Safety Director. The First Line Superintendent will conduct the investigation and ensure that the Damage Report is completed timely and accurately. The First Line Superintendent may obtain direction and assistance from Trader's Safety Director and any necessary support group that can offer pertinent information relative to the incident.

The Equipment Damage Report will include personal observations of the First Line Superintendent, the personnel directly involved in the incident, as well as, those witnessing the event.

Tracking

All Equipment Damage Reports received by PCS Phosphate's Safety Department will be logged and compiled into a monthly report for review by the Safety Steering Committee.

Any reparations to PCS Phosphate will be mutually agreed upon by PCS Phosphate's General Manager and the President of Trader Construction Company.

A copy of the Equipment Damage Report form follows:

PCS Phosphate Report of Equipment and Property Damage

Company: _____ Location: _____

Loss No.

Dept. Responsible
for Equipment _____

Dept. Responsible
for Damage _____

Equipment No. of Damaged Equip. _____ Repair W.O. _____

Site of Incident: _____

Date of Incident: _____ Time of Incident: _____ ☐ AM ☐ PM

Amount of Damage: _____ ☐ Actual ☐ Estimate

Detailed Description of Property * and Incident

Supervisor's Comments

What Action will be taken to prevent a re-occurrence?

**If Applicable, include identification number(s)*

Emp. Signature	Date	Fore. Signature	Date	G/F Signature	Date	Supt. Signature	Date