

Module: Accident Report Writing Techniques

Overview

Accurate accident report writing is essential for documenting findings and enhancing safety. Most admired qualities of a report include clarity, thoroughness, and objectivity, while least admired qualities often involve vagueness or bias.

Reports serve to communicate important information to stakeholders, making it crucial to articulate findings clearly and concisely. Knowing when to stop the investigation and start writing is vital; reports should be based on complete data analysis.

Establishing timescales helps keep the process on track. An effective executive summary captures the essence of the report, providing a quick overview for decision-makers and stakeholders, ultimately promoting safety improvements.

Programme Code M_AIW

Programme Outline

- Most admired qualities
- Least admired qualities
- Why write the reports?
- When to stop the investigation?
- When to start report writing?
- Timescales
- Executive summary

Programme Class Classroom face-to-face

Contact Hours 4 hours

Certificate Certificate of Completion