



Important – Read these instructions fully before filling out the Incident Report Form

PADI Standards require you to submit a PADI Incident Report Form to your PADI Office immediately after you witness or are involved in a diving or dive operation-related accident/incident, regardless of whether the incident occurred in or out of the water; is training related, recreational, technical or seemingly insignificant.

When several PADI Members are involved in or witness the incident, the primary member should fill out the Incident Report Form. This is usually the course instructor, or in the case of a non-training activity, it may be the dive guide or boat captain. Additional members or other witnesses should provide a brief statement explaining what they observed and their role in the incident. Witness statements should be attached to the Incident Report Form.

Attach diagrams and photographs if available. Include information obtained about the incident and whether or not statements were taken by authorities. Include the identity and contact information for all witnesses and crew members, as well as boat rosters, class lists and other documents containing witness contact information. Refer to PADI's *Guide to Teaching, Philosophy and Approach* section, "In the Event of an Accident" for additional insight.

Depending on whether the incident occurred during a course, or a non-training dive or activity, use the checklists below to identify which documents you must attach to your report.

For expediency, send the Incident Report Form, witness statements and documents as email attachments to the incident email address at your PADI Office listed on the last page of the form.

Use the checklist to determine which documents to send with your report

Incident Occurred During a Course, Whether Diving or Non-Diving

- | | |
|--|---|
| <input type="checkbox"/> Student Record File (4 pages or the individual forms below) | <input type="checkbox"/> Quizzes and Exam Answer Sheets |
| <input type="checkbox"/> Medical Statement/Physician's Release | <input type="checkbox"/> eLearning Course eRecord |
| <input type="checkbox"/> Release of Liability/Assumption of Risk | <input type="checkbox"/> eLearning Course Quick Review Answer Sheet |
| <input type="checkbox"/> Non-agency Acknowledgment Form | <input type="checkbox"/> Continuing Education Administrative Document |
| <input type="checkbox"/> Safe Diving Practices Statement of Understanding | <input type="checkbox"/> DSD Registration Documents and Safety Review |
| <input type="checkbox"/> Open Water Diver Course Record and Referral Form | <input type="checkbox"/> Any Other Relevant Documents |

Incident Occurred During a Non-Training Dive or Activity

- | | |
|--|---|
| <input type="checkbox"/> Release of Liability/Assumption of Risk | <input type="checkbox"/> Equipment Rental Agreement |
| <input type="checkbox"/> Boat Travel Release | <input type="checkbox"/> Any Other Relevant Documents |
| <input type="checkbox"/> Boat Roster | |



COMPLETE AND SEND TO YOUR PADI OFFICE IMMEDIATELY

INCIDENT REPORT FORM

THIS REPORT IS PREPARED FOR THE PURPOSE OF RECEIVING LEGAL ADVICE OR FOR USE IN ANTICIPATED LITIGATION

- Fatal Training Diving Rebreather Dive Snorkeling/Skindiving
 Non-Fatal Non-Training Non-Diving Technical Dive Freediving

Date of Incident _____ Time _____
Day/Month/Year

Extent of injury _____

Measurements used throughout this report are: **METRIC** **IMPERIAL**

Victim Information

Name _____
First Initial Last

Mailing Address _____

City _____ State/Province _____ Country _____ Zip/Postal Code _____

Phone (____) _____ Age _____ Height _____ Weight _____

Occupation _____ Gender Male Female

If certified: Agency _____ Certification Level _____ Certification Date _____
Day/Month/Year

Location of Incident

City _____ State/Province _____ Country _____

Name of Dive Site _____ Depth at which incident started _____

Water Temperature _____ C F Visibility _____ Current _____ Surface Conditions _____

Victim's Dive Profile

Include all dives in the last 24 hours prior to the incident, recorded as accurately as possible. If any information is estimated or approximated, indicate so. Do not guess or speculate as to the dive profiles. Provide computer log if available.

Source: Diver's Recollection/Computer Dive Pro's Computer Paper Logbook Buddy's Recollection

Date	Bottom Time	Depth	Surface Interval	Date	Bottom Time	Depth	Surface Interval

Rescue Procedures

Victim was found: On Surface On Bottom At Depth _____ Other _____

Emergency care administered? Yes No Oxygen administered? Yes No CPR administered? Yes No

Transportation: Ambulance Air Other _____

Recompression: Yes No Hospitalization: Yes No

Name of Rescuer _____ Member No. _____
First Initial Last

Additional Rescuer _____ Member No. _____
First Initial Last

Additional Rescuer _____ Member No. _____
First Initial Last

Incident Report Completed By (If different than above members)

Name _____ Member No. _____
First Initial Last

Contact Number (____) _____ Email _____

Involvement in incident _____

Summary of Incident

THIS REPORT IS PREPARED FOR THE PURPOSE OF RECEIVING LEGAL ADVICE OR FOR USE IN ANTICIPATED LITIGATION

Describe in detail what happened. Use additional sheets of paper if necessary. Attach diagrams and photographs if available. Include information obtained about the incident and include whether or not statements were taken by authorities. Include the identity and contact information for all witnesses and crew members, as well as boat rosters, class lists and other documents containing witness contact information. Attach any witness reports if available.

Type or print clearly. Continue on a separate page if necessary.
