



Microsoft
Theater



Environmental Management System

Environmental Incident Report

This form must be completed in the event of any of the following:

- Environmental damage resulting from EMS nonconformity (i.e. not following an existing procedures)
- Damage to the environment that triggers any regulatory threshold (e.g. reportable spills, contravention to air permits, etc.)
- A public complaint about environmental performance serious enough to warrant senior management involvement

Operation:	Date of incident:
Area:	Time:
Department:	Date of investigation:
Person completing report:	

Type of incident / issue: ☒ Fire ☐ Spill / leak ☐ Non-compliance ☐ Other

Description of incident/ issue:

Impact (type and extent of damage):

Contributing factors:	Was incident avoidable by AEG?
	Yes (how):
	No (why):

Root cause of incident:

Recommended corrective action(s):

***A Corrective Action Request (CAR) is required on all environmental incidents.**

Supporting documentation (check applicable)			
<input type="radio"/> Photo(s)	<input type="radio"/> sketch	<input type="radio"/> agency report	<input type="radio"/> CAR
<input type="radio"/> Other (describe)			

Sign off by Sr. Management	
VP of Operations	VP of Engineering