

## SCHEDULE 8: ACCIDENT AND INCIDENT REPORT FORM



Please complete the following form to record and report an accident or incident which has occurred. For an accident that involves injuries, please detail the person and injuries. Use an additional page if more space is required.

This form is also used for reporting any absconder incidents.

Please attach a copy of the tour itinerary with the form and send it to [Chinamarket@tnz.govt.nz](mailto:Chinamarket@tnz.govt.nz)

### Details of person making the report:

Your Name: \_\_\_\_\_ Position: \_\_\_\_\_

Company name: \_\_\_\_\_ Contact number: \_\_\_\_\_

### Accident/Incident Details:

ADS group tour number: \_\_\_\_\_ Date of event: \_\_\_\_\_

Time of Event: \_\_\_\_\_ Location of Event: \_\_\_\_\_

### For absconder incident please fill the following details:

Name of absconder: \_\_\_\_\_ Date of birth: \_\_\_\_\_

Passport number: \_\_\_\_\_

### Description of Incident (Describe what occurred and the sequence of events):

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Signature: \_\_\_\_\_ Date: \_\_\_\_\_