COMPANY CONFIDENTIAL
Investigation Data Needs Checklist

Incident Number: _____   Incident Description: _____

Incident Date: _____/_____/_____   Investigator: _____

People	Position	Physical	Paper/Electronic
Operators - On-duty - Off-duty Personnel from other shifts or facilities Maintenance personnel Field technicians Contractors/vendors Heavy equipment operators EHS personnel Engineers - Process - Civil - Manufacturing - Safety - Reliability Emergency responders Warehouse personnel Quality control personnel Manufacturer's representatives Schedulers Purchasing agents Chemists Metallurgists Third party personnel - Members of the public - Personnel at adjacent personnel - News media	People (locations) - Participants - Observers - Victims Physical (locations and positions) - Status of operating equipment - Safety equipment – relief devices, interlocks, actuation set points - Levels – tanks, lines, containment dikes - Pressures – supply, storage and process equipment - Temperatures – supply, storage and process equipment - Instrument needles - Chart recorder needles - Switch and valve positions - Relief devices - Stains, residues, impact marks and scratches - Burn/flame/scorch marks – fire and explosion indicators - Scattered objects and layers of debris - Environmental conditions - (weather) - Security/access logs - Surveillance camera data • Document and photograph the position of all equipment, switches, dials, etc. • Map and photograph all items before movement or removal • Document and photograph what is on top of what in a pile of debris	Operating components Safety devices Support equipment Structural components Chemical samples - Tanks - Spills - Raw materials - Intermediates - Finished products - Cargo Retained samples Stains Residues Foreign objects Damaged equipment Portable and temporary equipment Instrumentation system components Electrical switchgear Security camera tapes Personal protection equipment (PPE) Paperwork found in the field • Map and photograph all items before movement – paperwork found in the field should be collected like physical evidence • Use appropriate containers – unlined paint cans, glass bottles, etc. • Use durable tags and markers to mark items that cannot be placed in a bag • Watch for incompatibility of sample containers and the samples	Procedures Logs Computer records PLC set points Local samplers/computers Strip and wheel chart recorder plots Site video recorders Work permits Safe work permits Maintenance records Repair records Critical limits Software logic Process description Instrumentation loop and interlock drawings Material safety data sheets Policies and programs Purchasing records Design specifications/calculations Training records/manuals Management of change records Previous incident reports Hazard and risk assessments Meteorological data News media video Site map and plot plan Shipping records Phone logs Radio traffic recordings E-mail printouts • Perform computer data capture as soon as possible

• Keeping too much data/evidence is better than not keeping enough.
• Label all items and log them. This includes notes from interviews, procedures, computer disks, etc.
• Keep control of all data/evidence. Identify appropriate storage locations for all data/evidence.
• Use a *Data Log Form* even when no legal issues are anticipated.

Form Completed by: _____

Date: _____/_____/_____

ABS Group