

## Guidance

# G2121

## Guide to completing a Formal Investigation Report (FIR) template

| Issue no.: | A1 |  |  |  |
|------------|----|--|--|--|

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## 1 Purpose

The purpose of this document is to provide guidance to those completing a HSE Formal Investigation Reports using the Formal Investigation Report template (F5712)

Details on [managing formal incident investigations and their outcomes](#) is available on the Working at TfL site

## 2 Scope

This guidance applies to all safety, health and environmental formal investigation reports within Transport for London. It is noted that not all sections of the report may be applicable to all areas of TfL. Where a section is not applicable it shall be annotated Not Applicable.

## 3 Guidance

### 3.1 Text

All text shall be NJFont Book, main headings 16 and body text 12. Line spacing should be single, with 0pt spacing before and 14pt spacing after.

### 3.2 Photographs and Pictures

Include where applicable photographs, maps and diagrams/sketches, these should be suitably labelled and referenced within the main text.

### 3.3 Front Page

Insert in black text the;

- A. Incident title, incident location, date of the incident, investigation reference number.
- B. Authors name, job title, organisation, document version number and date of issue.

### 3.4 Contents Page

Uses an auto populate table of contents, providing each heading is formatted as 'Heading 1' style.

### 3.5 Section 1 - Executive Summary

Provide a summary of the investigation including immediate, causal and underlying factors.

### 3.6 Section 2 - Preface

No further details are required to be included within this section – it is a statement.

### 3.7 Section 3 - Terms of Reference

Include the terms of reference.

Typical terms of reference may include, but not be limited to;

- Confirm the sequence of events
- Identify why the incident occurred in terms of immediate, causal and underlying factors.