

## INCIDENT INVESTIGATION ASSIGNMENT INSTRUCTIONS

FY2020 Compliance Assignment

**DOCUMENT NUMBER:**

**DATE OF INCIDENT:**                      **CATID:**

**FOLLOW-UP REQUESTED**                      **HAZARD ANALYSIS**     **SECT 15**

**PRIMARY CONTACT:**

**ASSIGNMENT MESSAGE:**

Please investigate the attached  **fatal**  **non-fatal** incident involving a [general name of product]

This assignment is to be completed as

- on-site investigation**
- telephone investigation**
- on-site investigation if sample available, otherwise telephone investigation**

Priority level:  **AA**     **BB**     **CC**

**Justification for AA or BB priority:**

**STATE in which incident occurred:**

Incident and/or exemplar sample collection for Commission evaluation:

- Yes, obtain entire incident product, if available**
- Yes, obtain part of incident product []**
- Obtain [] exemplar(s).**
- No sample collection necessary**

Note: only one sample collection box above can be marked in the system – please see *Instructions to Investigator* section below for additional sample collection information, if applicable.

**Instructions to Investigator:** (Note: if *specialized* instructions ARE included here but appear to be incomplete, contact the requestor for additional guidance.)

Obtain all official reports.

Verify incident scenario. Provide complete product identification including: **manufacturer, brand, date manufactured, place of purchase, date of purchase, model/serial numbers, cost, etc.**

**Please include primary and any backup contacts in the distribution of the completed IDI.**

**Please refer to any/all applicable guidelines and data record sheets.**

If this assignment is requested by Compliance but is listed as a category in the *Criteria and Rationales*, then the report should also meet the requirements of the *Criteria and Rationales* including use of any applicable guidelines and data record sheets. For assignments requested by EP, if it is clear that a product defect is involved, then the report must also meet Compliance requirements.

----- Area below will be completed in Data Systems -----

**Person(s) to Contact:**

**Task Number:**                      **Date:**

**Assigned to:**                                      **Processed by: lew**