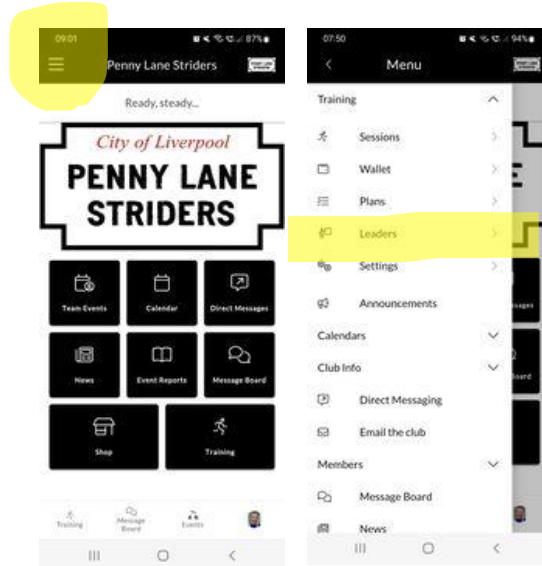


## PLS Incident Reporting

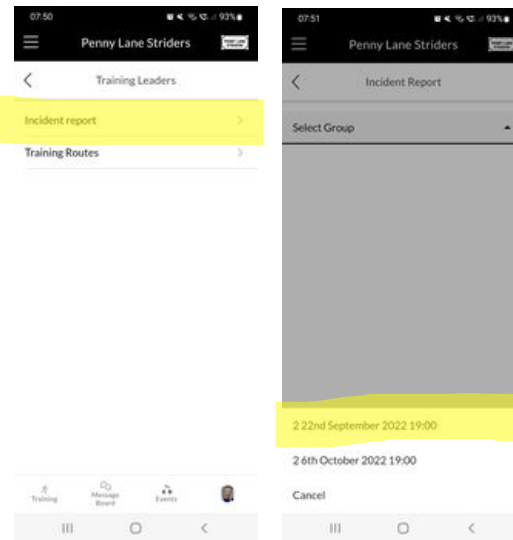
When an incident occurs during a training session, to inform the committee the following process is to be followed.

Upon submission the committee will automatically be notified, and the incident logged.

1. Log into the App
2. From the menu select 'Leaders'



3. Select 'Incident report' from the options available
4. Choose the date of the session when the incident occurred. It will only show the sessions that you were marked as the leader on the App.



5. Complete the form as guided.
6. Submit

