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	Annex V - Incident, Non-Conformity And Corrective Action Reports			Document Ref: OHSMS-10V

Purpose:	To maintain a controlled master record of all incident, non-conformity and corrective action reports issued since the OHSMS launch on 1 Sept 2026.
Scope:	This Annex is a record register only and applies to issued incident, near-miss, occupational ill-health, OHSMS non-conformity and corrective-action reports; detailed investigation and confidential records remain in their referenced controlled files.
Duties & Responsibilities	(1) <u>Managing Director (MD)</u> : Approves resources and reviews significant OHSMS performance and improvement matters. (2) <u>Executive Director (ED)</u> : Oversees implementation and verifies this controlled record. (3) <u>ISO Manager (IM)</u> : Maintains the master record, coordinates inputs and controls supporting files. (4) <u>Safety and Health Officer (SHO)</u> : Validates OH&S information, results, findings and effectiveness. (5) <u>Head of Department (HOD)</u> : Provides accurate departmental records and completes assigned actions. (6) <u>Project Manager (PM)</u> : Provides accurate project records and completes assigned actions.
ISO Reference:	MS ISO 45001:2018 Clause 10.2

Revision History			
Revision No.	Revision Date	Originator	Description of Changes
0	01 Sept 2026	ISO Manager	Initial issue for implementation of MS ISO 45001:2018 Clause 10.2

Abbreviation & Definition	
CA	Corrective Action
ED	Executive Director
HOD	Head of Department
IM	ISO Manager
MD	Managing Director
NC	Non-Conformity
OHS	Occupational Health and Safety
OHSMS	Occupational Health and Safety Management System
PIC	Person in Charge
PM	Project Manager
SHO	Safety and Health Officer

Step	Activity	PIC	Reference
1	<u>Master Record Administration</u> 1.1 Commencement Date All applicable reports issued from 1 September 2026 shall be recorded in this Annex.	IM / SHO	OHSMS-07N; OHSMS-07O

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Step	Activity	PIC	Reference
	1.2 Confidentiality Medical and personal details shall remain restricted and shall not be reproduced unnecessarily in this master record. 1.3 Traceability Each entry shall show report number, event/report type, result, action, status and supporting file reference. 1.4 Closure A report shall be shown as closed only after implementation and effectiveness verification are accepted.		
2.1	<u>Incident / NC / Corrective Action Report Record 1</u> Report No.: _____ Event / NC Date: _____ Location / Department / Project: _____ Type: Incident / Near Miss / Ill Health / OHSMS NC / Corrective Action Actual / Potential Severity: _____ Brief Description: _____ Investigation / Root-Cause Result: _____ Corrective Action / PIC / Due Date: _____ Effectiveness / Status / Closure Date: _____ Report File Reference / Link: _____	IM / SHO / HOD / PM	Incident / NC / CA Report File
2.2	<u>Incident / NC / Corrective Action Report Record 2</u> Report No.: _____ Event / NC Date: _____ Location / Department / Project: _____ Type: Incident / Near Miss / Ill Health / OHSMS NC / Corrective Action Actual / Potential Severity: _____ Brief Description: _____ Investigation / Root-Cause Result: _____	IM / SHO / HOD / PM	Incident / NC / CA Report File

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Step	Activity	PIC	Reference
	Corrective Action / PIC / Due Date: _____ Effectiveness / Status / Closure Date: _____ Report File Reference / Link: _____		
2.3	<u>Incident / NC / Corrective Action Report Record 3</u> Report No.: _____ Event / NC Date: _____ _____ Location / Department / Project: _____ _____ Type: Incident / Near Miss / Ill Health / OHSMS NC / Corrective Action Actual / Potential Severity: _____ _____ Brief Description: _____ _____ – Investigation / Root-Cause Result: _____ _____ Corrective Action / PIC / Due Date: _____ _____ Effectiveness / Status / Closure Date: _____ _____ Report File Reference / Link: _____ _____	IM / SHO / HOD / PM	Incident / NC / CA Report File
2.4	<u>Incident / NC / Corrective Action Report Record 4</u> Report No.: _____ Event / NC Date: _____ _____ Location / Department / Project: _____ _____ Type: Incident / Near Miss / Ill Health / OHSMS NC / Corrective Action Actual / Potential Severity: _____ _____ Brief Description: _____ _____ – Investigation / Root-Cause Result: _____ _____ Corrective Action / PIC / Due Date: _____ _____ Effectiveness / Status / Closure Date: _____ _____ Report File Reference / Link: _____ _____	IM / SHO / HOD / PM	Incident / NC / CA Report File

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Step	Activity	PIC	Reference
2.5	<u>Incident / NC / Corrective Action Report Record 5</u> Report No.: _____ Event / NC Date: _____ _____ Location / Department / Project: _____ _____ Type: Incident / Near Miss / Ill Health / OHSMS NC / Corrective Action Actual / Potential Severity: _____ _____ Brief Description: _____ _____ Investigation / Root-Cause Result: _____ _____ Corrective Action / PIC / Due Date: _____ _____ Effectiveness / Status / Closure Date: _____ _____ Report File Reference / Link: _____ _____	IM / SHO / HOD / PM	Incident / NC / CA Report File
2.6	<u>Incident / NC / Corrective Action Report Record 6</u> Report No.: _____ Event / NC Date: _____ _____ Location / Department / Project: _____ _____ Type: Incident / Near Miss / Ill Health / OHSMS NC / Corrective Action Actual / Potential Severity: _____ _____ Brief Description: _____ _____ Investigation / Root-Cause Result: _____ _____ Corrective Action / PIC / Due Date: _____ _____ Effectiveness / Status / Closure Date: _____ _____ Report File Reference / Link: _____ _____	IM / SHO / HOD / PM	Incident / NC / CA Report File
2.7	<u>Incident / NC / Corrective Action Report Record 7</u> Report No.: _____ Event / NC Date: _____ _____ Location / Department / Project: _____ _____	IM / SHO / HOD / PM	Incident / NC / CA Report File

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Step	Activity	PIC	Reference
	Type: Incident / Near Miss / Ill Health / OHSMS NC / Corrective Action Actual / Potential Severity: _____ Brief Description: _____ — Investigation / Root-Cause Result: _____ Corrective Action / PIC / Due Date: _____ Effectiveness / Status / Closure Date: _____ Report File Reference / Link: _____		

Verified By: Name: Eng Choon Leong Appointment: Executive Director Date: 01 Sept 2026	Approved By: Name: Amos Haw Chee Seng Appointment: Managing Director Date: 01 Sept 2026
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