

INFORMATION REGARDING FORM

This is the approved form for a person in the chain of responsibility (e.g. product designer/manufacturer/importer/supplier/installer/architect/engineer) for a non-conforming building product (NCBP) who becomes aware, or reasonably suspects, that a notifiable incident was or may have been caused by the use of the product to give notice of the matter in accordance with section 74AM of the *Queensland Building and Construction Commission Act 1991*.

Notice of the matter must be given to the QBCC as soon as practicable but **within 2 days** after becoming aware or reasonably suspecting.

A notifiable incident means—

- (a) the death or serious injury or illness of a person; or
- (b) an incident that exposes a person to a risk of serious injury or illness, such as the collapse or partial collapse of a building

PRIVACY NOTICE

The QBCC is collecting information on this form to assist in the investigation of a suspected or known NCBP and any notifiable incident that was or may have been caused by the use of the building product. The information may be considered during an investigation of a possible contravention of the law.

Please also note that:

- the information may be used in taking disciplinary, regulatory or enforcement action and may indicate the origin of this notice
- supporting evidence provided by you may be provided to others
- you may be required to give evidence in Court

- the information collected may be required by other government agencies which have certain powers to request this information or disclosed by order of a court or tribunal of competent jurisdiction.
- This information can be disclosed by the QBCC to another party with your consent or as authorised or required by law.

For further information about Privacy visit the QBCC website at qbcc.qld.gov.au.

COMPLETING THIS FORM

This is an interactive PDF form that you may complete in the web browser and save before submitting via email. If you are completing this form in hard copy:

- Use a BLACK pen only
- Print clearly in BLOCK LETTERS
- DO NOT use correction fluid, cross out and initial amendments.

RETURN YOUR COMPLETED FORM AND ALL REQUIRED DOCUMENTS BY:

- email to: ncbp@qbcc.qld.gov.au (scan and attach required documents)
- in person: QBCC service centres are listed on our website.
- post: GPO Box 5099 Brisbane QLD 4001

1. PERSONAL DETAILS

Title Mr Mrs Miss Ms Other

Surname

First name

Postal address

State

Postcode

Home phone

Mobile

Email

2. YOUR ROLE IN RELATION TO THE PRODUCT?

Product designer Manufacturer Importer Supplier Installer Architect Engineer

Are you a QBCC licensee?

No

Yes




What is your licence number?

5. INCIDENT DETAILS

Are you aware of a notifiable incident that was or may have been caused by the use of the suspected NCBP? Yes No

A notifiable incident means—

- (a) the death or serious injury or illness of a person; or
- (b) an incident that exposes a person to a risk of serious injury or illness, such as the collapse or partial collapse of a building.

 If yes, please provide details of the incident and why it was or may have been caused by the use of the NCBP. Please provide as much detail as possible. (e.g. The events that led to the incident. The work undertaken when the incident happened. The overall action, exposure or event that best describes the circumstances that resulted in the injury, illness, fatality or the dangerous event. The object, substance or circumstance which was directly involved in inflicting the injury, illness, fatality or the dangerous event. The name and type of any machinery, equipment or substance involved. Was anyone else involved?)

Field character limit: 1800

How many people were injured or how many fatalities?


Field character limit: 640

Has the location been secured, and how?

Field character limit: 640

What action has been taken to prevent any further risk?

Field character limit: 640

 **IF YOU ARE A QBCC LICENSEE legislation requires you to also complete a 's54A Notifiable Incident Safety Matter Form' and provide it to the QBCC. We have provided the direct QBCC website address at the bottom of this form in the "IMPORTANT" section under the heading: 'How will this information be used?'**

6. OTHER HELP


Have you asked any other organisation for help? Yes No

If yes, which organisation was it?

If yes, what help have they given you? (use the space provided below)

Field character limit: 640

7. DOCUMENTS PROVIDED WITH THIS NOTIFICATION

 **Please tick the documents (if any) that you have provided with this notification.**

Copy of contract	Yes <input type="checkbox"/>
Copy of quotation	Yes <input type="checkbox"/>
Copies of plans, specifications, manufacturer's product information etc.	Yes <input type="checkbox"/>
Copies of any forms given or received for the work	Yes <input type="checkbox"/>
Copies of invoices issued to you or by you	Yes <input type="checkbox"/>
Copies of receipts	Yes <input type="checkbox"/>
Copies of advertisements	Yes <input type="checkbox"/>
Copy of business card or other documentation to help identify the relevant party	Yes <input type="checkbox"/>
Copy of any correspondence between you and the relevant party	Yes <input type="checkbox"/>
Copies of complaints made to other organisations	Yes <input type="checkbox"/>
Photos of NCBP or building work	Yes <input type="checkbox"/>
Other (please specify)	

