



Connecticut DOT

Bureau of Engineering and Construction

Number:

CD-2020-6

Date:

August 25, 2020

CONSTRUCTION DIRECTIVE

Construction Administrator

New Incident Report Form

The Construction Division's Incident Report Form has been revised and updated.

As a reminder, an Incident Report Form is required to report Major Project Incidents (as described in the Construction Manual, Section 1-1409) within 30 minutes of the incident.

The new Incident Report Form includes the following:

- Allows appropriate contacts to be automatically populated.
- Offers function to add relevant pictures of the incidents.
- Provides enhanced options for input of project information and incident data.
- Contains new tabs with instructions for form completion.
- Requires project staff to convert form to PDF prior to distribution.

The new Incident Report Form is available at [Incident Report Form](#) and also within ProjectWise in the 04.1 - Construction Libraries\04.200 - Approved Forms and Inspection Checklists folder.

This Directive is effective immediately.