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| **INCIDENT REPORT** |  |

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| Ride Leader: |  | Reported by: |  |

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| New Zealand provides some of the best riding in the world, our changeable weather and varied terrain only add to the riding experience. However, riding motorcycles can be a hazardous activity, even the most seasoned riders can make errors in judgement that could lead to injury and put others at risk. The Incident Report provides a mechanism from which we can learn from our mistakes. Bullet points[[1]](#footnote-1) are all that is required; a partially completed report could still benefit other club members.  *‘As BMW riders, we have both an individual and collective responsibility to look after one another.’* |

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| Time: |  | Date: |  | Place: |  | | |
| The Event: (Bullet Points)  Provide the basic details of the event. Include Weather conditions, type of road  surface, how many rider and what was the end result | | | | | | |
| Facts: (Bullet Points)  Provide facts. Was the Route familiar?  Was it planned, Who was the rider leader?  What speed was the group travelling at?  What happened? Was First Aid given?  Were the Emergency Services involved? | | | | | | Findings: (Bullet Points)  Use ‘So What’. So what happened?  So what would be done differently?  So What would have mitigated the incident? |
| Conclusion: *Individual and collective responsibility* (Bullet Points)  Provide a brief summary of your findings. The Route, Conditions, Speed, the plan.  Summarise with a few lines that brings to life what you would want other Club  Members to take away from this incident. | | | | | | | |
| **‘Mistakes are meant for learning, not repeating’** | | | | | | | |

1. Details can be omitted to protect privacy. [↑](#footnote-ref-1)