

HRB OCCURRENCE REPORTING SYSTEM AND REPORT FORM

PLAN AND FORM — PD AND PC

The reg 32 system the principal dutyholders set up, and the report form with the reg 33 particulars

KD-BSA-MS-003 Rev A0

Reg 32(1): before the construction phase begins, the principal dutyholders — the principal contractor (or sole contractor) and the principal designer (or sole or lead designer) — establish a system that enables, as far as reasonably practicable, the prompt reporting of every safety occurrence to them, and maintain it throughout the construction phase. Part A describes that system; it is the mandatory occurrence reporting plan (reg 2(1)) that goes with the building control approval application and again with the completion certificate application (reg 40(2)(d)(iii)). Part B is the report form. Every report is logged on KD-BSA-MR-004. The site induction record is KD-CDM-IN-009; the subcontractor start-up pack is KD-SUB-SP-006.

The regulations' own wording and time limits govern — check regs 32 to 35 and the Building Safety Regulator's current guidance before relying on this plan or submitting a report, and take advice where it is unclear whether an occurrence meets the risk condition. The notice goes to the regulator by the quickest practicable means without undue delay, and the written report within the period of 10 days beginning with the date the principal dutyholder became aware (reg 33(2)) — online through the regulator's service, or by its telephone route for the notice.

A1 THE SYSTEM AND THE PRINCIPAL DUTYHOLDERS

PROJECT REF	BUILDING AND ADDRESS	BSR APPLICATION REF	DATE	PLAN PREPARED BY
PRINCIPAL CONTRACTOR	PRINCIPAL DESIGNER	ONE SYSTEM OR TWO?	ESTABLISHED ON	
CONSTRUCTION PHASE STARTS	PLAN REVISION / DATE	WORK THIS SYSTEM COVERS		

A2 WHAT MUST BE REPORTED — A SAFETY OCCURRENCE (REG 35)

In relation to a design: an aspect of the design relating to the structural integrity or fire safety of the higher-risk building that would, if built, meet the risk condition. Otherwise: an incident or situation relating to the structural integrity or fire safety of the higher-risk building that meets the risk condition. The RISK CONDITION is that use of the building without the incident or situation being remedied would be likely to present a risk of a significant number of deaths, or serious injury to a significant number of people (reg 35(2)).

The regulator's guidance gives examples: total or partial collapse; defective building work; unexpected failure or degeneration of materials or products in load bearing; discovered structural defects; issues with the spread of fire and smoke, means of escape, fire-fighting, detection and warning; products that do not meet their specification or are incompatible or wrongly installed where they are there to limit fire spread; faults in design plans. It says reports relate to the building under construction, not to the construction site in general or temporary structures, and that a RIDDOR 2013 report does not replace this one where both apply. Reporting persons report what they find; the principal dutyholders decide whether it meets the risk condition. Assess it as if it had not been put right: the regulator's guidance says a report is still made when the occurrence is remedied immediately, the only exception being issues in ongoing building work that the principal contractor remedies and that are unlikely to risk a significant number of deaths or serious injuries.

EXAMPLES FOR THIS BUILDING

A3 WHO REPORTS, TO WHOM, AND HOW

Reporting persons (reg 35): any designer (including the principal designer), any contractor (including the principal contractor), and any other person who is a periodic visitor on the site of the work.

REPORT TO (PRINCIPAL CONTRACTOR)	REPORT TO (PRINCIPAL DESIGNER)	OUT OF HOURS
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HOW TO MAKE A REPORT

HOW AND WHEN A REPORT IS DEALT WITH, AND WHEN THE REPORTER HEARS BACK

HOW REPORT INFORMATION IS COLLECTED AND STORED — UK GDPR

A4 HOW PEOPLE ARE TOLD BEFORE THEY START — REG 32(2)

The principal dutyholders take reasonable steps to ensure each reporting person has adequate instruction and information on this system and on the incidents or situations to report — a designer or contractor before beginning any work; any other person as soon as reasonably practicable after first entering the site.

DESIGNERS — HOW AND WHEN

PERIODIC VISITORS — HOW AND WHEN

CONTRACTORS — HOW AND WHEN

DISPLAYED WHERE

A5 INSPECTIONS FOR SAFETY OCCURRENCES — REG 32(3), (4)

INSPECTIONS OF THE WORK (PRINCIPAL CONTRACTOR)

INSPECTIONS OF THE DESIGN WORK (PRINCIPAL DESIGNER)

WHERE INSPECTIONS ARE RECORDED

LINKED TO

A6 ASSESSING A REPORT AND DECIDING TO NOTIFY

WHO ASSESSES REPORTS

HOW PROMPTLY

HOW THE TWO DUTYHOLDERS TELL EACH OTHER

Record every decision on KD-BSA-MR-004, including a decision not to notify and the reason. Where one principal dutyholder notifies and reports, the other keeps a copy: reg 34 gives a defence where a principal dutyholder reasonably believed the other had already notified and sent the written report. Information provided under the reporting procedure is not admissible in evidence against that person in criminal proceedings except in the cases reg 33(4) sets out. The client puts a copy of each written report in the golden thread facility (reg 31(10)) — send it one.

A7 KEEPING THE SYSTEM CURRENT

PLAN CHECKED (FREQUENCY / TRIGGER)

CHANGES TO THIS PLAN

A8 SIGNATURES

For the principal contractor:

PRINTED NAME

ROLE

COMPANY

SIGNATURE

DATE

TIME

For the principal designer:

PRINTED NAME

ROLE

COMPANY

SIGNATURE

DATE

TIME

B1 REPORT — COMPLETED BY THE PERSON REPORTING

Report anything about the structural integrity or fire safety of the building that worries you — in the design or on site. You do not need to decide whether it is serious enough: the principal contractor and principal designer do that. Give it to a person named in section A3.

YOUR NAME	ORGANISATION	YOU ARE A	PHONE / EMAIL
WHEN IT HAPPENED OR WAS FOUND	WHERE IN THE BUILDING OR DESIGN	ABOUT	
WHAT YOU SAW OR FOUND			
ANYTHING DONE ALREADY			
PHOTOS OR DOCUMENTS	SIGNATURE	DATE	GIVEN TO

B2 ASSESSMENT — PRINCIPAL DUTYHOLDER

LOG NO. (MR-004)	RECEIVED (DATE / TIME)	BECAME AWARE ON	ASSESSED BY
DOES IT MEET THE RISK CONDITION? — REASONS			

- ☐ SAFETY OCCURRENCE — notify the regulator and send the written report (sections B3 and B4)
- ☐ ALREADY NOTIFIED AND REPORTED by the other principal dutyholder — copy of its report obtained and filed
- ☐ NOT A SAFETY OCCURRENCE — reason recorded above and on KD-BSA-MR-004; reporter told

B3 NOTICE TO THE REGULATOR — QUICKEST PRACTICABLE MEANS, WITHOUT UNDUE DELAY (REG 33(2)(A))

The regulator's online notice asks for: your contact details (B4 (c)); the building address (B4 (b)); the date the incident or risk was identified (B2 "became aware on"); a brief description (B1, B2); and any immediate actions taken to keep people safe (B1 "anything done already", B4 (e)). The written report may follow straight away if the information is ready.

NOTIFIED (DATE / TIME)	HOW	BY	NOTICE REFERENCE

B4 WRITTEN REPORT — THE INFORMATION REG 33(3) REQUIRES

WRITTEN REPORT DUE BY	(A) DATE AND TIME OF THE OCCURRENCE	(B) ADDRESS OF THE SITE

(C) PRINCIPAL DUTYHOLDER MAKING THE REPORT	ADDRESS	TELEPHONE / EMAIL

(D) TYPE AND DETAILS OF THE OCCURRENCE, INCLUDING THE NATURE OF THE RISK

(E) REMEDIAL MEASURES OR MITIGATION CARRIED OUT

The regulator's online report also asks for the notice reference, the building control application reference, your organisation and its involvement, when and how you became aware, who is involved and the effect on them, and supporting documents or photos.

FURTHER INFORMATION TO FOLLOW — EXPECTED BY	FURTHER INFORMATION SENT

WRITTEN REPORT SENT	REPORT REFERENCE	COPY TO OTHER DUTYHOLDER	COPY TO CLIENT (REG 31(10))

B5 SIGNATURES

Principal dutyholder making the report:

PRINTED NAME	ROLE	COMPANY	SIGNATURE	DATE	TIME

R REVISION HISTORY

Every revision of this document, and every review that found nothing to change. The revision on the front of this sheet is the one you are holding — check kubitdocs.com for the current one before use.

Rev	Date	Class	What changed	Authorised by
D0	2026-09-12	first-issue	First issue.	— not yet approved —
A0	2026-09-12	review	Approved for issue by the author. Content unchanged from the reviewed draft; the draft status strip is removed. No independent third-party review has been carried out.	Author — director, UK principal contractor, SMSTS. Not an independent review.

Class: first-issue · material (the law, a control, a field or the scope changed — past buyers are notified) · editorial (wording or layout only) · review (checked, nothing changed) · withdrawal. Revision prefix D = draft, not approved and not for sale; A = approved for issue by the person named, on the date shown.