



# Reporting & Resolving a Near-Miss Incident

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Knotical QHSE — Quality, Health, Safety & Environment  
**User Guide**

June 2026

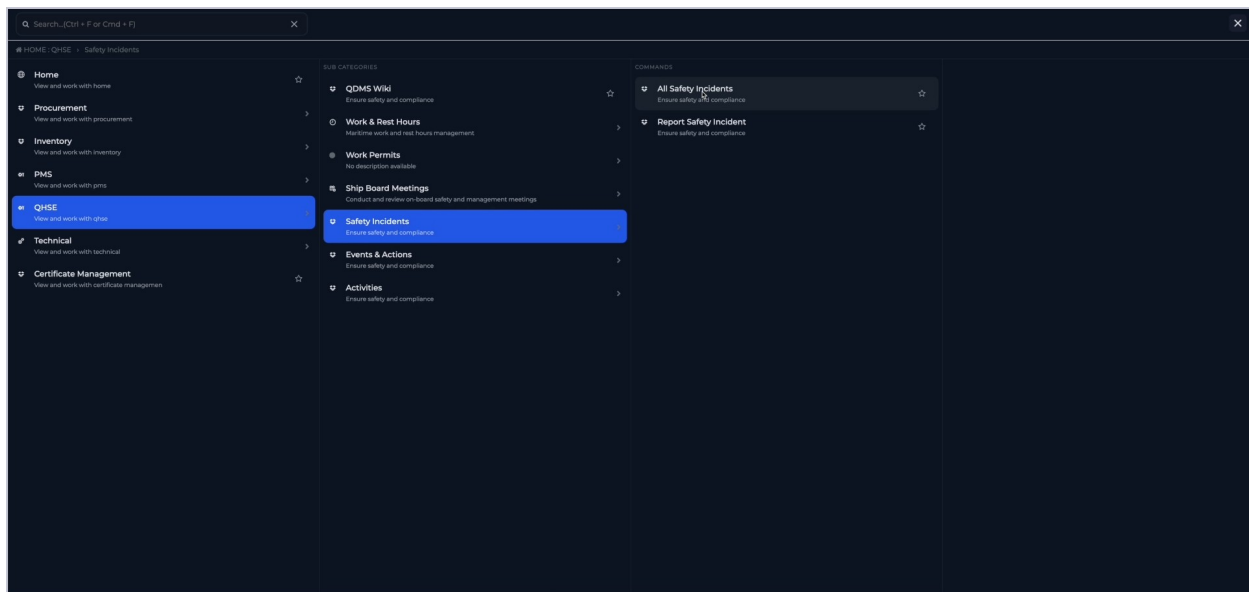
## Overview

This guide covers safety incident reporting in Knotical QHSE, using a near-miss as the example. **Part 1** shows how to report a near-miss — capturing what happened, working through the contributing-factor questions, and attaching evidence and the people involved. **Part 2** shows how to resolve a reported incident — triaging its urgency, escalating it into a formal Safety Event for investigation, and closing the report once it has been actioned. Safety incidents are managed under **QHSE → Safety Incidents**.

## Part 1 — Report a near-miss incident

### Step 1. Open Safety Incidents

In the **QHSE** module, open **Safety Incidents** and choose **All Safety Incidents** to see reported events (or **Report Safety Incident** to go straight to a new report). On the list, click **+ Add Safety Event**.



*QHSE → Safety Incidents → All Safety Incidents.*

### Step 2. Choose the incident type

In the **Choose Safety Incident Type** dialog, select **Near Miss Form** and click **Next**. The matching report form opens.

Choose Safety Incident Type. Select Near Miss Form, then Next.

### Step 3. Complete Part A and the Overview

In the **Overview**, enter an **Event Title**, set the **Event Date**, and select the **Vessel**. Tick **Anonymous Reporting** if the reporter should not be named. The event code, reporter, form name, and status (DRAFT) are filled automatically. Under **Part A: Description of the incident**, describe what happened.

The Near Miss form. Fill in the Overview and the Part A description.

### Step 4. Answer the investigation questions (Part B)

Work through **Part B: Investigation Questions / Contributing Factors**. The questions are grouped into Equipment / Materials, Work Environment, Systems (Operations), and People. For

each, mark **Yes**, **No**, or **N/A**. These answers capture the contributing factors behind the near-miss.

**Part B: Investigation Questions / Contributing Factors**

**1. Equipment / Materials**

1.1 Were the correct equipment / tools used for the task?  
☒ Yes ☐ No ☐ N/A

1.2 Did any fault or failure in equipment / tools contribute to the hazard/incident?  
☐ Yes ☒ No ☐ N/A

1.3 Did the location, position or access to the equipment contribute to the hazard/incident?  
☐ Yes ☒ No ☐ N/A

1.4 Are there inspection systems in place to detect hazards or faults? (e.g., pre-start, maintenance)  
☐ Yes ☐ No ☒ N/A

1.5 Did any hazardous substances or materials contribute to the hazard/incident?  
☐ Yes ☐ No ☐ N/A

Was this accident critical?  
☐ Yes ☐ No ☐ N/A

1.6 Were all the controls in place for the task? (isolation, guards, permits, signage)  
☐ Yes ☐ No ☐ N/A

1.7 Did the employee know that controls were required?  
☐ Yes ☐ No ☐ N/A

**2. Work Environment**

2.1 Was there an acceptable standard of housekeeping in the area?  
☐ Yes ☐ No ☐ N/A

2.2 Were there any surface conditions that may have contributed to the incident? (slippery, rough, uneven)  
☐ Yes ☐ No ☐ N/A

2.3 Were there any weather conditions that may have contributed to the incident (hot/cold, wind, tide)?  
☐ Yes ☐ No ☐ N/A

2.4 Was visibility adequate for the task (lighting, dust)?  
☐ Yes ☐ No ☐ N/A

2.5 Did any other hazards contribute to the incident (electricity, vibration, pressure)?  
☐ Yes ☐ No ☐ N/A

**3. Systems (Operations)**

3.1 Were there written procedures for this task?  
☐ Yes ☐ No ☐ N/A

3.2 Was a Risk Assessment used or referred to for the task?  
☐ Yes ☐ No ☐ N/A

3.3 If yes, were the written procedures / Risk Assessment complied with to perform the task?  
☐ Yes ☐ No ☐ N/A

3.4 If yes were all the risks identified in the written procedure / Risk Assessment?  
☐ Yes ☐ No ☐ N/A

3.5 Was a formal workplace inspection carried out prior to commencing task?  
☐ Yes ☐ No ☐ N/A

3.6 Did any communication issues (language, understanding) contribute to the incident?  
☐ Yes ☐ No ☐ N/A

Buttons at the bottom: **Save & Finalize Event**, **Save Event**, **Close Window**

Part B contributing factors. Mark Yes / No / N/A for each question.

## Step 5. Add actions, attachments, people — then finalise

Record any immediate and preventive actions in **Part C** and notes in **Part D**. Attach photos or documents under **Attachments**, and list the **People Involved** with **+ Add People**. When the report is complete, click **Save & Finalize Event** to submit it. **Save Event** keeps it as a draft instead.

**ATTACHMENTS**

Attachments list:  
 - pewels-lukas-hartmann-304281-1557652  
 - pewels-ebert-handgross-443446

+ Add files

**PEOPLE INVOLVED**

| Name            | Phone | Email                  | Actions |
|-----------------|-------|------------------------|---------|
| Mr. aa bb       |       | act@flydeck.app        |         |
| Mr. Jugs Firm   |       | jugs@eech+2@eminds.com |         |
| Mr. Rajar Singh |       | ssg@x.com              |         |

+ Add People

Buttons at the bottom: **Save & Finalize Event**, **Save Event**, **Close Window**

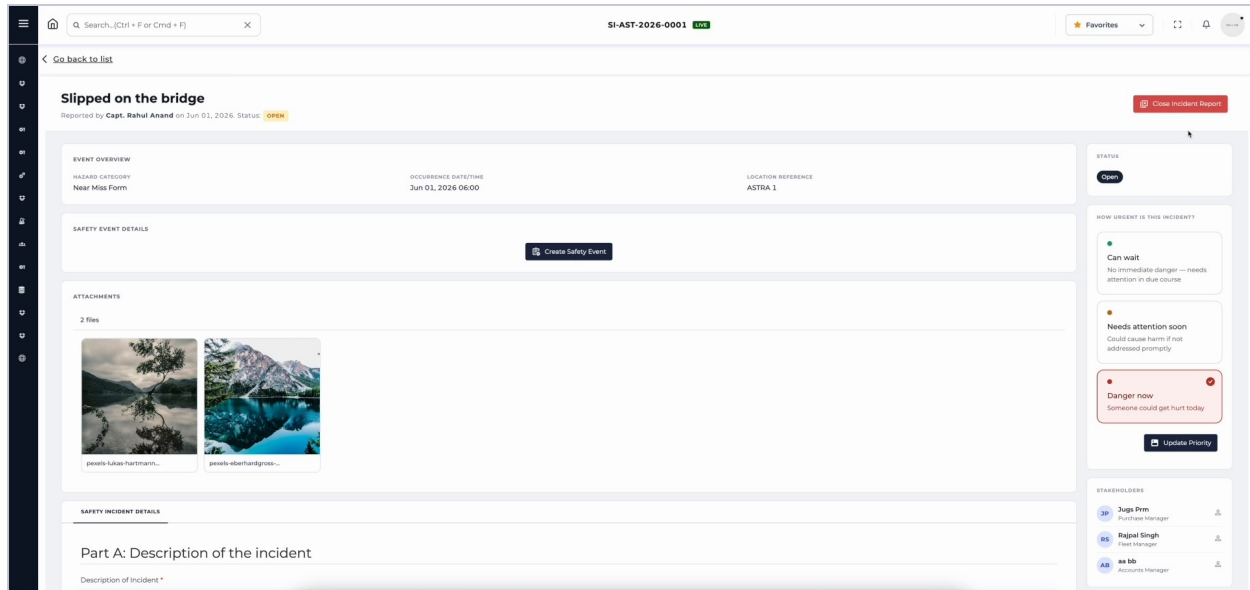
Attachments and People Involved at the foot of the form. Save & Finalize Event to submit.

**Note:** Save & Finalize Event submits the report and moves it out of DRAFT. A finalised near-miss then appears in All Safety Incidents, ready to be opened and resolved (Part 2).

## Part 2 — Resolve a safety incident

### Step 1. Open the reported incident

From **All Safety Incidents**, open the reported incident. The detail page shows the **Event Overview** (hazard category, occurrence date/time, location), the **Attachments**, the **Stakeholders**, and the full **Safety Incident Details**. Its **Status** starts as Open.



The incident detail page — overview, attachments, priority, stakeholders, and the report.

### Step 2. Triage the urgency

Under **How urgent is this incident?**, choose **Can wait**, **Needs attention soon**, or **Danger now**, then click **Update Priority**. This sets how the incident is prioritised by the office and crew.

### Step 3. Escalate to a Safety Event

Click **Create Safety Event** to promote the near-miss into a formal **Safety Event**. This opens the Safety Event record — linked back to the incident — where the investigation is carried out: choose a Root Cause Analysis style and record initial, final, and preventive actions across the tabs.

The Safety Event created from the incident, with its investigation and action tabs.

**Tip:** Managing the Safety Event — root cause analysis, corrective actions, and changing its status — is a workflow in its own right. Review and close any open corrective actions there before closing the incident report.

## Step 4. Close the incident report

Once the matter has been actioned, click **Close Incident Report**. Enter **Closure Comments** summarising the outcome and confirm. The incident's status changes to closed.

Closing the incident. Add closure comments and confirm.

Reporting a near-miss promptly — and resolving it through a Safety Event — turns a close call into a recorded, actioned lesson, which is the whole point of near-miss reporting.