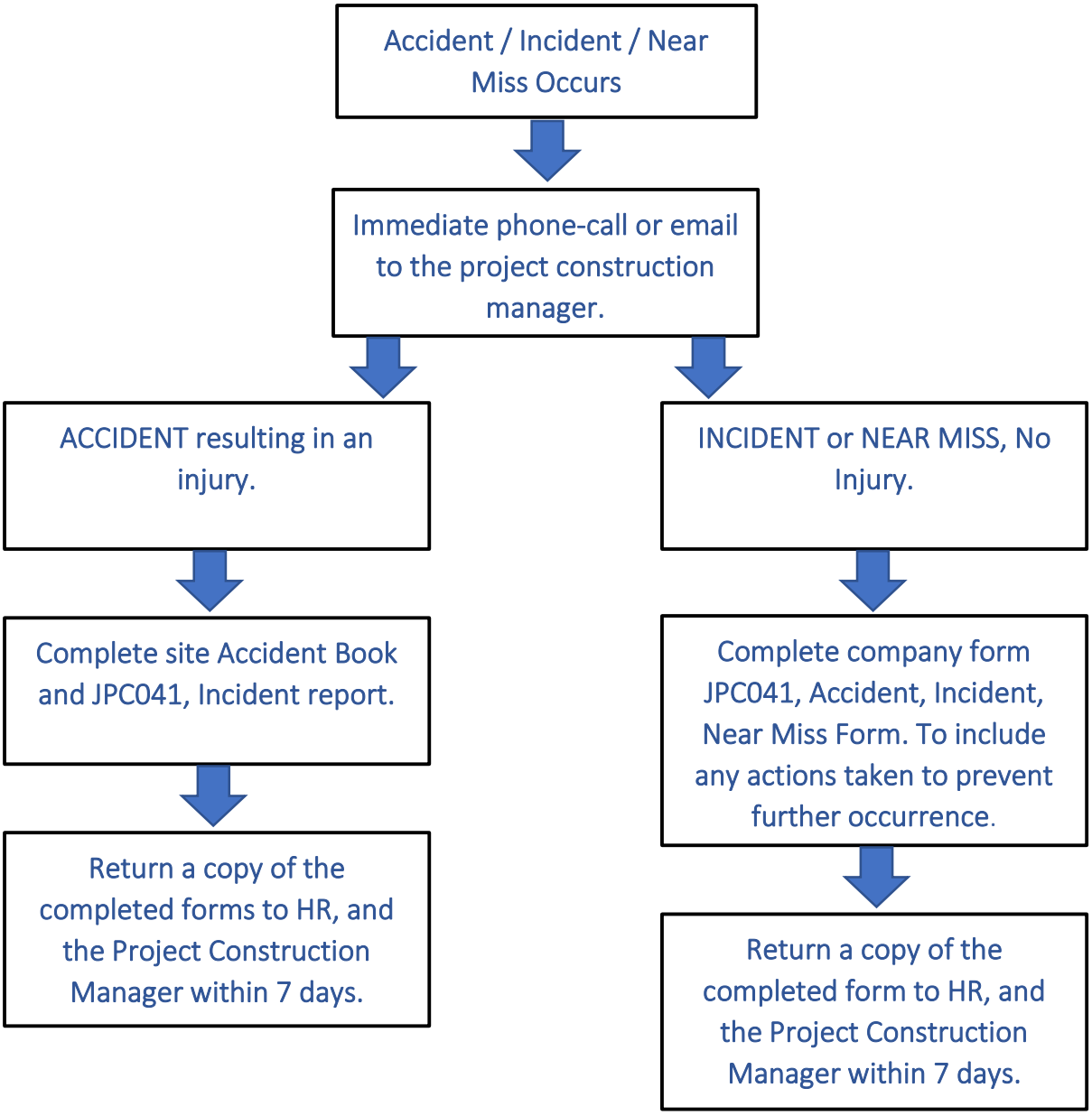ACCIDENT/INCIDENT REPORTING PROCEDURE