



Republic of the Philippines
DEPARTMENT OF ENERGY

DEPARTMENT CIRCULAR NO. DC 2012-11-0009

**RENEWABLE ENERGY SAFETY, HEALTH AND ENVIRONMENT
RULES AND REGULATIONS**

STATEMENT OF AUTHORITY

Pursuant to Republic Act No. 9513, otherwise known as the "Renewable Energy Act of 2008" and Section 5 of Republic Act No. 7638, otherwise known as the "Department of Energy Act of 1992", and in order to ensure adequate safety and protection against hazards to health, life and property as well as pollution of air, land and water from Renewable Energy (RE) Operations, the following safety, health and environment rules and regulations are hereby promulgated:

RULE 1
GENERAL PROVISIONS

Section 1. **Title.** This Department Circular shall be known as the "Renewable Energy Safety, Health and Environment Rules and Regulations of 2012" (RESHERR) and shall be hereinafter referred to as the Circular.

Section 2. **Scope and Coverage.** This Circular shall apply to all Employers, Employees, contractors and other entities engaged in RE Operations in the Philippines.

Section 3. **Definition of Terms.** Terms and expressions that are generally defined in other existing regulations or in the Occupational Safety and Health Standards (OSHS) shall have the same meaning in this Circular. For purposes of this Circular, however, the following terms shall be defined as follows:

1. **Authorized Representatives** refers to any Employee of the Renewable Energy Management Bureau (REMB) or other units of the Department of Energy (DOE), who has been authorized by the REMB Director to enforce the provisions of the Rules;
2. **Bureau** refers to the REMB;

3. **Code of Practice** refers to that set of safety, health and environment standards for each RE resource/technology to be promulgated by the Bureau as stated in Section 8, Rule 2 hereof;
4. **Contract** refers to a RE Service/Operating Contract;
5. **Department** refers to the DOE;
6. **Director** refers to the Director of the REMB;
7. **DENR** refers to the Department of Environment and Natural Resources;
8. **DOLE** refers to the Department of Labor and Employment;
9. **Environment** refers to the Occupational Environmental Control as provided in Rule 1070 of OSHS;
10. **Employee** refers to any person who works for wage or salary in the service of an Employer;
11. **Employer** refers to the service/operating contractor referred to in a RE Service/Operating Contract, and other entities, whether government or private, engaged in RE Operations, whether acting alone or in consortium with others, that hires one or more persons to work for wages or salaries;
12. **Lost Time Accident** refers to an accident that will prevent the injured person from performing his regular job on the next working day following the day of the injury or, after reporting for work on the next working day following the day of the injury, the injured person fails to continue his normal work due to complications resulting in permanent injury and disability;
13. **Non-Lost Time Accident** refers to an accident that will not prevent the injured person from performing his regular work on the day following the day of injury and thereafter;
14. **OSHS** refers to the Occupational, Safety and Health Standards issued by the DOLE;
15. **RE Facilities** refer to facilities related to exploration, development and utilization of RE resources, and including the manufacturing, fabrication, and supply of locally-produced RE machineries, equipment, components and parts;

16. **RE Operations** refer to all activities related to exploration, development and utilization of RE resources, and including the manufacturing, fabrication, and supply of locally-produced RE machineries, equipment, components and parts; and
17. **Workplace** refers to the office, premises or worksites where the Employees are situated, and shall include the office or place where the workers who have no fixed or definite worksite, regularly report for assignment in the course of their employment.

RULE 2
ADMINISTRATION AND ENFORCEMENT

Section 4. **Powers and Duties of the Director or His Duly Authorized Representative.**

1. Enforce the provisions of this Circular and all other pertinent regulations concerning occupational safety, health and environment;
2. Inquire into or inspect at regarding safety of all RE Operations, and in compliance with the terms and conditions of the Contract and/or accreditation;
3. In case of investigation and inquiry under this Circular, summon company officials, Employees or other persons having knowledge on the subject of investigation or inquiry, and require the production of pertinent documents relative thereto;
4. Issue suspension/variation order in accordance with Rule 1012.03 and 1012.04 of OSHS, as amended;
5. Conduct separate incident/accident investigations involving fatal accidents and dangerous occurrences to determine cause/s of such accidents and occurrences, and introduce remedial measures to prevent their recurrence; and
6. Suspend any particular activity or operation when such activity or operation causes or will cause imminent danger until necessary actions are taken.

Section 5. **Duties of Employers.**

1. Every Employer shall make and give effect to such arrangements as are appropriate, having regard to the nature and size of its activities and undertaking, for the effective planning, organization, control, monitoring and review of the relevant preventive and protective measures;
2. For purposes of identifying the measures necessary to enable the Employer to comply with the requirements and prohibitions of these Rules, every Employer shall conduct and record suitable and sufficient assessment of the following:
 - a) The risk to the health, safety and environment of its Employees while they are at work; and
 - b) The risk to the health, safety and environment of persons not under its employ as a result of or in relation to the activities of its operations.
3. The Employer in any of the following instances shall review the assessment referred to in Number 2 above:
 - a) There is reasonable ground to believe that the assessment is no longer valid;
 - b) There has been a significant change in the matter to which the assessment relates; or
 - c) Where, as a result of any such review, changes to the assessment are required.
4. Every Employer shall provide its Employees with comprehensible and relevant hazard information consisting of the following:
 - a) The risk to their health, safety and environment identified by the assessment;
 - b) The preventive and protective measures;
 - c) The procedures used in hazard assessment; and

- d) The identity of the persons appointed to conduct hazard assessment.
5. Every Employer shall submit to the Director an annual comprehensive Safety, Health and Environmental Management Plans and Programs for the succeeding year on or before December 1 of the current year.

Section 6. Duties of Employees.

1. Every Employee using any machinery, equipment, dangerous substance, transport equipment, means of production or safety device supplied to him by his Employer shall use it in accordance with company policies and the relevant provisions of this Circular;
2. Every Employee shall inform his Employer or the person with specific responsibility for the safety, health and environment of his fellow Employees:
 - a) Of any work situation which a person equipped with the necessary training and instruction would reasonably consider as posing a serious and immediate danger to safety, health and environment; and
 - b) Of any matter, which a person equipped with the necessary training and instruction, would reasonably consider as a shortcoming in the Employer's protection arrangements for safety, health and environment.

Section 7. Cooperation and Coordination. Where two or more Employers share a Workplace, whether on temporary or permanent basis, each shall:

1. Cooperate with the other contractor(s) concerned insofar as practicable and necessary to enable them to comply with the requirements and prohibitions imposed upon them by or under this Rules;
2. Take all reasonable steps to coordinate the measures which are necessary to comply with the measures that the other contractor(s) concerned is/are taking; and
3. Take all reasonable steps to inform the other Employers of the risks to their Employee's health and safety arising from or in connection with the conduct of their undertaking.

Section 8. **Code of Practice.** Within six (6) months upon the effectivity of this Circular, the Bureau shall, in consultation with RE stakeholders and relevant government agencies, promulgate the Code of Practice of this Circular.

RULE 3
SAFETY, HEALTH AND ENVIRONMENT ORGANIZATION

Section 9. **Policy Statement.** A general safety, health and environment policy statement in writing shall be issued by the Employer or corporate organization to reflect management's positive attitude, support and commitment to effective leadership and program administration for safety, health and environment.

Section 10. **The Safety, Health and Environment Organization.** The Safety, Health and Environment Organization shall be under the direct and immediate control and supervision of the highest official. The safety, health and environment program of the organization shall be integrated in its overall management and control system. The Employer shall ensure that a safety, health and environment unit is assigned in each operation to maximize effective implementation of the Employer's safety, health and environment program and enforcement of the Rules.

Section 11. **Personnel.**

1. Every Employer shall appoint the number of qualified full-time Safety Engineers/Officers in accordance with the following:

Minimum Number of Full-time Safety Engineer/Officers

Number of Employees in RE Operations	1000 and above	500 to 999	50 to 499
Pre-Development/Exploration	2	1	1
Development	3	2	1
Construction	3	2	1
Production	2	1	1
Plant Operation	3	2	1

2. Every Employer shall designate a qualified supervisor, with minimum Basic Occupational Safety and Health (BOSH) training with DOLE-Accredited Safety Training Organization (STO), as part-time Safety officer when RE Operations involves less than 50 persons.

3. Every Employer shall appoint the number of qualified occupational health personnel in accordance with Rule 1960 of the OSHS, as amended.

Section 12. **Safety, Health and Environment Committee.** A Safety, Health and Environment Committee (the "Committee") shall be organized in all RE Facilities upon commencement of its operations. The minimum composition of the Committee shall be determined based on the number of workers, as follows:

In every Workplace with less than one hundred (100) workers, the following shall compose the Committee:

- Chairman - Manager
- Members - One (1) Foreman/Supervisor
- Three (3) workers
- Nurse/First-aider
- Environmental Officer
- Contractor Safety Officer (if applicable)
- Secretary - Safety Officer

In case there are more than one hundred (100) workers in a Workplace, the following shall compose the Committee:

- Chairman - Manager
- Members - One (1) Foreman/Supervisor
- Four (4) Workers
- Nurse/first-aider
- Environmental Officer
- Contractor Safety Officer (if applicable)
- Secretary - Safety Officer

Section 13. **Qualifications of Safety Engineer/Officer and Issuance, Cancellation of Safety Engineer's/Officer's Permit**

1. An Employee shall be regarded as a qualified Safety Engineer/Officer for the purpose of Section 10 hereof if she/he has the sufficient training, experience, knowledge and other qualities to enable her/him to fulfil the tasks required under this Circular.
2. All persons employed in the practice of occupational safety in the RE industry shall be duly qualified and accredited by the Bureau.

3. The Bureau may issue a certification/permit, attesting to the competence, of a person possessing any of the following qualifications:
 - a) Duly licensed engineer with at least two (2) years actual experience in occupational safety in RE industry-related work and has attended the minimum training requirement on BOSH;
 - b) Degree holder or two years in college with at least five (5) years actual experience in occupational safety in RE industry-related work and has attended the minimum training requirement on BOSH; and
 - c) Accredited as a Safety Practitioner by the DOLE.
4. A Safety Engineer's/Officer's Permit shall be issued upon submission of the following requirements:
 - a) A duly accomplished and sworn application (refer to Appendix "A") with emphasis on service record;
 - b) Endorsement and certification from the Employer and/or contractor;
 - c) Two (2) pieces of 2" X 2" size pictures (any color) taken not less than three (3) months at the time of application; and
 - d) Payment of application/processing fee in the amount of Three Hundred Pesos (Php300.00), subject to the approval of the DOE Revised Schedule of Fees and Charges.
5. Annual renewal of permit shall be made within one (1) month prior to the date of expiration of the previously-issued permit. The Bureau shall issue a new permit only after reviewing the qualifications and meritorious service record of the applicant, and compliance with the aforementioned accreditation requirements;
6. The Director may, upon the recommendation of the concerned Division Chief of the Bureau, cancel accreditation of safety personnel for any of the following reasons:

- a) Conviction of any criminal offense involving moral turpitude;
- b) Violation of professional ethics; or
- c) Gross negligence resulting in incidents/accidents as referred, but not limited to, Rule 4 Section 14 (2) of this Circular.

RULE 4
REPORTING AND RECORDING OF
INCIDENTS/ACCIDENTS/ILLNESSES/DISEASES

Section 14. Notification and Reporting

1. Every Employer shall report to the Bureau in writing, the result of the investigation of all Lost Time Accidents with major loss/damages;
2. In the transmittal of the written report required under paragraph (1) above, to the Bureau, every Employer shall utilize the fastest available means of communication and shall be made within twenty-four (24) hours after occurrence of any, but not limited to, the following incidents:
 - a) Fatal accidents;
 - b) Hospitalization of three (3) or more persons;
 - c) Accidental detonation of explosives including blasting agents;
 - d) Explosion or blowout;
 - e) Accidental or over-exposure to ionizing radiation;
 - f) Accidental exposure to immediately dangerous to life and health levels of toxic substances; and
 - g) Property damages amounting to One Million Pesos (Php1,000,000.00).

3. Each report shall be made using the prescribed form in Appendix "B"; and
4. A quarterly statistical accident/incident/illnesses/diseases report shall be submitted by every Employer to the Bureau within twenty (20) days following the end of each quarter using the prescribed form in Appendix "C".

Section 15. Record-keeping

1. Every Employer shall maintain a log and summary, on a calendar year basis, of all reportable incidents, which shall be completed in detail in the prescribed form; and
2. The log and summary shall be made available during inspection to the Director or Authorized Representatives.

Section 16. Evaluation of Disability and Measurement of Performance. Charges for the Evaluation of Disability and Measurement of Exposure to Industrial Injuries, determination of Employee-Hours of Exposure and measurement of Injury/Illnesses Experience, shall be in accordance with Rule 1055 and 1056 of the OSHS, as amended, respectively.

RULE 5

GENERAL SAFETY, HEALTH AND ENVIRONMENT PROVISIONS

Section 17. General Applicability. If a particular standard or regulation is applicable to a specific condition, practice, means, method, process or operation, that standard or regulation shall prevail over a general standard or regulation which might also be applicable to the same condition, practice, means, method, process or operation.

Section 18. Safety and Health Training

1. Every Employer shall ensure that his Employees are provided with adequate safety and health training to be conducted by DOLE-Accredited STO upon employment and on their being exposed to new or increased risks due to any of the following:
 - a) Transferred or given a change of responsibilities within the Employer's undertaking;

- b) The introduction of new work equipment into or a change concerning work equipment already in use within the Employer's undertaking;
 - c) The introduction of new technology into the Employer's undertaking; or
 - d) The introduction of a new system of work into or a change concerning a system of work already in use within the Employer's undertaking.
2. The safety and health training shall:
- a) Be conducted every 3 years or as directed by the Bureau and shall be conducted by a duly DOLE Accredited STO
 - b) Be adapted to take account of any new or changed risks to the health and safety of the Employees concerned;
 - c) Take place during working hours; and
 - d) Be recorded to include the title, duration, facilitators/lecturers and results of course evaluations, among others.

Section 19. Personal Protective Equipment (PPE)

1. Every Employer shall determine the presence of hazards or potential risks requiring the use of the PPE. If such hazards are present, or likely to be present, the Employer/contractor shall:
- a) Select PPE that properly fits each affected Employee;
 - b) Communicate selection decisions;
 - c) Require affected Employee to use the PPE; and
 - d) Provide training on the proper use and care of the PPE to each Employee who is required to use the same.
2. Employees shall be provided with the appropriate PPE, safety devices and equipment as required at the expense of the Employer.

All PPE to be used shall be of the approved design and construction appropriate for the exposure and the work to be performed that meets the minimum OSHS.

3. Prior to use, appropriate fit test examination shall be conducted to ensure that the PPE conforms to the following minimum requirements:
 - a) Provide adequate protection against the specific hazard for which they are designed or intended;
 - b) Be reasonably comfortable to use; and
 - c) Fit properly and shall not unduly interfere with the movements of the user.
4. No Employee in a plant or field shall be subjected or exposed to a hazardous environmental condition without the necessary protection; and
5. The Employee is physically fit to use the PPE.

Section 20. Workplace Monitoring and Control.

1. Every Employer shall monitor and control the Employees' exposure to Workplace hazards, and shall maintain such records for each Employee in accordance with Rule 1070 of the OSHS, as amended;
2. All regular measurements of the Workplace hazards shall be carried out in operations and work processes, and a record of such measurement shall be made available during the Bureau's inspection;
3. Periodic monitoring of airborne toxic and hazardous substances; and
4. Every Employer shall develop an appropriate procedure relative to works involving toxic and hazardous substances.

Section 21. Electrical and Mechanical Works. All electrical and mechanical installations, constructions and equipment shall be in accordance with the provisions of the latest edition of the Philippine Electrical Code and Philippine Society of Mechanical Engineering Code. Operations, maintenance and repair works of electrical and mechanical equipment or machinery shall be done by qualified and duly authorized personnel in complete adherence to RA 7920 or otherwise known as the "*New Electrical*

Engineering Law", in particular Ethics on Professional Practice, and RA 8495 or otherwise known as the "*Mechanical Engineering Law*."

Section 22. **Guarding of Machinery.** All moving parts of machinery and all dangerous parts of equipment shall be effectively guarded in conformity with Rule 1200 of the OSHS, as amended.

Section 23. **Work Permit System.**

1. Every Employer shall adopt and implement a work permit system;
2. Every Employer shall not allow any critical activity such as hot work, work on electrical system, excavation, critical lift, work on heights and work on confined spaces and any other activity deemed critical unless all hazards are removed or controlled; and
3. Every Employer shall ensure that Employees exposed to the hazards created by hot work, energy isolation, excavation, critical lift, work on heights, and work on confined spaces and any other activity deemed critical are protected by PPE in accordance with the requirements of Section 19 of this Circular.

Section 24. **Use of Commercial Explosives.** No Employer shall store, handle or transport explosives or blasting agents within RE Facilities when such storage, handling and transportation of explosives or blasting agents constitutes an undue hazard to life or limb. For this purpose, pertinent requirements under Rule 10, Chapter IV, Div.5 of the Fire Code of the Philippines, and the requirement of the Philippine National Police-Explosives and Ordinance Division are hereby adopted. A quarterly transaction report shall be submitted by every Employer to the Bureau within twenty (20) days following the end of each quarter using the prescribed form in Appendix "D".

Section 25. **Construction Works.** Every Employer shall safeguard their Employees engaged in construction work by complying with appropriate standards. The construction safety standards provided under OSHS and the DOLE Department Order No. 13, series of 1998-Guidelines Governing Occupational Safety and Health in the Construction Industry are hereby adopted and shall apply, according to the provisions thereof, to every RE Workplace.

Section 26. **Fire Protection and Control.**

1. Every Employer, in consideration of the potential risks involve, shall construct, install, provide, incorporate, adopt and maintain in RE Facilities, under operable and practical conditions, the following:

- a) Fire suppression devices, equipment or systems;
 - b) Fire safety structures; and
 - c) Fire protection and warning systems.
2. Every Employer shall ensure that RE Operations and/or processes with potential for serious fire and explosion are segregated or so located in areas where only a minimum number of Employees required in the process is allowed at any given time; and
 3. For basic safety measures and special precautions required for fire prevention in hazardous work processes, as well as use, handling and/or storage of hazardous materials, relevant provisions of the Fire Code of the Philippines shall be adopted.

Section 27. Serious and Imminent Danger.

1. Every Employer shall:
 - a) Create a Disaster Emergency Preparedness/Contingency Plan and Response Team;
 - b) Establish appropriate emergency action plan to be implemented in the event of serious and imminent danger;
 - c) Designate a sufficient number of competent persons to implement those procedures insofar as they relate to the evacuation of Employees from their work; and
 - d) Ensure that none of its Employees has access to any area to which it is necessary to restrict access on grounds of health and safety unless the Employee concerned has received adequate health and safety instructions and the Employee's presence is necessary for the abatement of the imminent danger.
2. Every Employer shall set up, communicate and maintain an appropriate emergency alarm system to alert or warn all persons likely to be affected by existing or imminent disaster conditions. The alarm shall be distinctive and recognizable as a signal to evacuate the area or to perform actions designated under the emergency action plan;

3. Every Employer shall conduct emergency drills at least twice every year to ensure safe and orderly evacuation of personnel as well as timely and effective action of response team;
4. For the purpose of No. 1 (b) above, the procedures that may be adopted by the Employer shall include the following:
 - a) Inform any person at work who is exposed to serious and imminent danger, of the nature of the hazard and of the steps taken or to be taken to protect him/her from the hazard;
 - b) Enable the persons concerned, without prejudice to taking appropriate steps in the absence of guidance or instruction and in the light of their knowledge and the technical means at their disposal, to stop work and immediately proceed to a safe place in the event of their being exposed to serious, imminent and unavoidable danger; and
 - c) In exceptional cases, for reasons duly substantiated, prevent the persons concerned from resuming work in any situation where there is still serious and imminent danger.
5. A person shall be regarded as competent for the purposes of No. 1 (c) above where he has sufficient training, experience or knowledge and other qualities, to enable him/her to properly implement the evacuation procedure referred to therein.

Section 28. **Hazard Communication.** Every Employer shall inform all its Employees on the safety and health hazards associated with their work. Hazardous substance and chemicals used, processed or produced shall be evaluated, stored in approved containers and properly labeled.

Standard instructional/warning sign and color code for identification of materials conveyed in piping system shall be used by every Employer consistent with the requirements of the OSHS, as amended, and the Philippine Society of Mechanical Engineers Code, respectively.

Section 29. **Engineering Change Management.** As part of the engineering functions or process management, all new installations, plant, equipment and changes in facility shall have a hazard screening and review conducted to ensure conformance with standards.

Section 30. **Environmental Compliance.** All RE Operations shall be conducted in accordance with existing environmental regulations as prescribed by the DENR and/or any other concerned agency.

RULE 6
OCCUPATIONAL HEALTH REQUIREMENTS

Section 31. **Health Program.**

1. Every Employer shall promote, protect and maintain the health and well being of its Employees through the implementation of an occupational health program which includes the following:
 - a) Health examination for pre-employment, periodic, special, transfer/separation and other health examination deemed necessary by qualified health authorities;
 - b) Management and treatment of occupational injuries and diseases;
 - c) Immunization programs;
 - d) Health education and counselling;
 - e) Keeping of medical records; and
 - f) Other relevant health programs.
2. Health surveillance shall include the following activities:
 - a) Biological monitoring;
 - b) Medical surveillance; and
 - c) Symptoms and injury, inspection and examination.

Section 32. **Health Services.**

1. Every Employer shall, in accordance with the requirements of Rule 1960 of the OSHS, as amended, provide the necessary medical and dental services and facilities;

2. Every Employer shall maintain necessary additional emergency medical supplies and medicines as recommended by the Employer's medical personnel;
3. In the absence of a clinic or hospital near and/or in proximity to the place of work, every Employer shall ensure that suitable transport facilities are readily available, and sufficient number of persons are adequately trained and readily available to render first aid; and
4. The Employer shall provide the necessary sanitary and welfare facilities in the work place as required under Chapter VII of P.D. 856 otherwise known as the "*Sanitation Code of the Philippines.*"

RULE 7
ADMINISTRATIVE FINES AND PENALTIES

Section 33. **Administrative Fines and Penalties.** Pursuant to Rule 2 of this Circular, the Director shall impose administrative fines and penalties for the following violations:

1. Failure or late submission of quarterly statistical reports for incident/accident/illnesses/diseases:
 - a) First Offense - Fine of P10,000.00;
 - b) Second Offense - Fine of P20,000.00; and
 - c) Third and Succeeding Offenses - Fine of P50,000.00.
2. Failure to register or secure/renew a permit for safety engineers/officers:
 - a) Within one (1) month after the expiration of the old permit - Fine of P10,000.00; and
 - b) After one (1) month after the expiration of the old permit - Fine of P20,000.00 and additional fine of P 20,000.00 per month on the succeeding months.
- 3) Failure to employ a qualified safety officer:
 - a) Within six (6) months after the signing of service/operating Contract and/or certificate of registration - Fine of P 100,000.00; and

- b) After the sixth (6th) month and every succeeding month an additional - Fine of P 20,000.00 per month.
- 4) Failure to notify the Bureau using the fastest and efficient means of communication the occurrence of any incident/accident specified and within the period set forth in Rule 4 Section 14 of this Circular - Fine of P 10,000.00.
- 5) Failure to correct any unsafe condition(s) noted by the Bureau's Authorized Representative:
 - a) First Offense - Fine of P 100,000.00;
 - b) Second Offense - Fine of P 200,000.00; and
 - c) Third and Succeeding Offenses - Fine of P 500,000.00 and suspension of operation in the area affected until the unsafe condition(s) is/are rectified.
- 6) Withholding or failure to provide pertinent data or information regarding the safety aspects of RE Operations as required by the Bureau:
 - a) First Offense - Fine of P10,000.00
 - b) Second Offense - Fine of P20,000.00; and
 - c) Third and Succeeding Offenses - Fine of P50,000.00.
- 7) Official receipts shall cover all fines collected in accordance with paragraph (1) hereof.

RULE 8
FINAL PROVISIONS

Section 34. **Separability Clause.** In the event that any provision of this Circular or the application of such a provision to any person or circumstance is declared invalid, the remainder of this Circular and the application of such a provision to other persons or circumstances shall not be affected by such declaration.

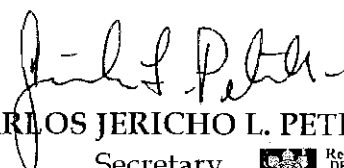
Section 35. **Resolution of Conflicts and Overlapping Jurisdictions.** In case any provision of this Circular conflicts, duplicates or overlaps with rules and regulations being implemented by other government agencies, such conflict, duplication or overlapping shall be resolved by coordination or any other means of cooperation among such agencies.

Section 36. **Interpretation.** Notwithstanding the provisions of Section 36, Rule 8 hereof, where the requirements thereof overlap or duplicate an existing regulation, compliance with a more specific regulation shall be considered substantial compliance. However, where the requirements go beyond those in the more specific regulations, additional measures shall be instituted to comply fully with this Circular. The Director shall determine such measures that are or will be at least as effective as the standards prescribed under this Circular.

Section 37. **Repealing Clause.** All rules and regulations pertaining to safety, health and environment in RE Operations, orders or parts thereof which are inconsistent with or contrary to this Circular are hereby repealed, amended, or modified accordingly.

Section 38. **Effectivity.** This Circular shall take effect fifteen (15) days after publication in at least two (2) newspapers of general circulation.

Issued on 21 NOV 2012 in Energy Center, Bonifacio Global City, Taguig City.


CARLOS JERICHO L. PETILLA
Secretary



Republic of the Philippines
DEPARTMENT OF ENERGY

IN REPLYING PLS CITE:
SOE-JLP-12000177



APPENDICES

REPUBLIC OF THE PHILIPPINES
 DEPARTMENT OF ENERGY
 Renewable Energy Management Bureau
 Fort Bonifacio, Metro Manila

APPLICATION FOR SAFETY ENGINEER'S / OFFICER'S PERMIT

NAME : _____ SEX : _____
 RESIDENCE : _____
 DATE OF BIRTH : _____ PLACE OF BIRTH: _____
 CITIZENSHIP : _____ CIVIL STATUS : _____
 EMPLOYER : _____ ADDRESS : _____
 DESIGNATION : _____ ACR No. : _____

EDUCATIONAL ATTAINMENT

	DATE ATTENDED	DEGREE COMPLETED
ELEMENTARY : _____	_____	_____
SECONDARY : _____	_____	_____
VOCATIONAL : _____	_____	_____
COLLEGE : _____	_____	_____
POST GRADUATE: _____	_____	_____

WORK EXPERIENCE

NAME & ADDRESS OF EMPLOYER: _____

INCLUSIVE DATE: _____ LAST POSITION HELD: _____
 TRAINING/SEMINARS: _____ INCLUSIVE DATES: _____

SKILLS/SPECIAL QUALIFICATIONS: _____
 GOVERNMENT EXAMINATION PASSED: _____

I hereby certify that the statements given above are true and correct to the best of my knowledge.

 Signature of Applicant

 Date

SUBSCRIBED AND SWORN to before me, affiant exhibit to me his/her Residence Certificate No. _____
 Issued at _____ on _____.

 Notary Public

Do not fill beyond this point

Date Received/Evaluated: _____ Evaluated by: _____
 Result of Evaluation: _____ Recommending Approval: _____
 Action Taken: _____ Approved by : _____

ACCIDENT REPORT

IDENTIFYING INFORMATION	1. COMPANY OR DIVISION		3. DEPARTMENT		
	2. LOCATION OF INCIDENT		4. DATE OF INCIDENT	5. TIME AM PM	6. DATE OF REPORT
	INJURY OR ILLNESS		PROPERTY DAMAGE		OTHER ACTUAL OR POTENTIAL LOSS
	7. INJURED NAME		14. PROPERTY DAMAGE		18. TYPE
	8. PART OF THE BODY	9. DAYS LOST	15. NATURE OF DAMAGE		19. COST
	10. NATURE OF BODY OR ILLNESS		16. COST		20. NATURE OF LOSS
	11. OBJECT/EQUIPMENT/SUBSTANCE INFLECTING HARM		17. OBJECT/EQUIPMENT/SUBSTANCE INFLECTING DAMAGE		21. OBJECT/EQUIPMENT/SUBSTANCE RELATED
	12. OCCUPATION	13. EXPERIENCE	22. PERSON IN CONTROL OF ACTIVITY AT THE TIME OF OCCURENCE		

RISK	23. LOST SEVERITY POTENTIAL		24. PROBABILITY		
	<input type="checkbox"/> major	<input type="checkbox"/> serious	<input type="checkbox"/> minor	<input type="checkbox"/> high	<input type="checkbox"/> moderate

DESCRIPTION	25. DESCRIBE HOW THE EVENT OCCURRED
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CAUSE ANALYSIS	26. IMMEDIATE CAUSES WHAT SUBSTANDARD ACTIONS OR COULD CAUSE THE EVENT (REFER TO 26A)
	27. BASIC CALSES WHAT SPECIFIC PERSONAL OR JOB FACTORS CAUSED OR COULD CAUSE THE EVENT? (REFER TO 26A)

ACTION PLAN	28. REMEDIAL ACTIONS WHAT HAS BEEN AND/OR SHOULD BE DONE TO CONTROL THE CAUSES LISTED	
	29. SIGNATURE OF INVESTIGATOR	30. FOLLOW-UP CIRCLE NUMBER FOR TEMPORARY X FOR FINAL ACTION DATE
	31. SIGNATURE OF REVIEWER	32. DATE 1. _____ 2. _____ 3. _____ 4. _____ 5. _____ 6. _____

CAUSE CHECKLIST	<p>26 A. CODING OF IMMEDIATE CAUSES: CHECK APPLICABLE</p> <table style="width:100%; border: none;"> <tr> <td style="width: 50%; border: none;"> <p>SUBSTANDARD ACTIONS</p> <ul style="list-style-type: none"> <input type="checkbox"/> 1. Operating Equipment without authority <input type="checkbox"/> 2. Failure to warn <input type="checkbox"/> 3. Failure to secure <input type="checkbox"/> 4. Operating at improper speed <input type="checkbox"/> 5. Making safety devices inoperable <input type="checkbox"/> 6. Removing safety devices <input type="checkbox"/> 7. Using defective equipment <input type="checkbox"/> 8. Using equipment improperly <input type="checkbox"/> 9. Failing to use PPE properly <input type="checkbox"/> 10. Improper loading <input type="checkbox"/> 11. Improper placement <input type="checkbox"/> 12. Improper lifting <input type="checkbox"/> 13. Improper position for task <input type="checkbox"/> 14. Servicing equipment <input type="checkbox"/> 15. Horseplay </td> <td style="width: 50%; border: none;"> <p>SUBSTANDARD CONDITIONS</p> <ul style="list-style-type: none"> <input type="checkbox"/> 1. Inadequate guards or barriers <input type="checkbox"/> 2. Inadequate or improper PPE <input type="checkbox"/> 3. Defective tools, equipment or materials <input type="checkbox"/> 4. Congestion or restricted action <input type="checkbox"/> 5. Inadequate warning system <input type="checkbox"/> 6. Fire and explosion hazards <input type="checkbox"/> 7. Poor housekeeping disorder <input type="checkbox"/> 8. Hazardous environmental conditions; gases, dusts, smokes, fumes, vapors <input type="checkbox"/> 9. Noise exposures <input type="checkbox"/> 10. Radiation exposures <input type="checkbox"/> 11. High or low temperature exposures <input type="checkbox"/> 12. Inadequate or excess illuminations <input type="checkbox"/> 13. Inadequate ventilation </td> </tr> </table>	<p>SUBSTANDARD ACTIONS</p> <ul style="list-style-type: none"> <input type="checkbox"/> 1. Operating Equipment without authority <input type="checkbox"/> 2. Failure to warn <input type="checkbox"/> 3. Failure to secure <input type="checkbox"/> 4. Operating at improper speed <input type="checkbox"/> 5. Making safety devices inoperable <input type="checkbox"/> 6. Removing safety devices <input type="checkbox"/> 7. Using defective equipment <input type="checkbox"/> 8. Using equipment improperly <input type="checkbox"/> 9. Failing to use PPE properly <input type="checkbox"/> 10. Improper loading <input type="checkbox"/> 11. Improper placement <input type="checkbox"/> 12. Improper lifting <input type="checkbox"/> 13. Improper position for task <input type="checkbox"/> 14. Servicing equipment <input type="checkbox"/> 15. Horseplay 	<p>SUBSTANDARD CONDITIONS</p> <ul style="list-style-type: none"> <input type="checkbox"/> 1. Inadequate guards or barriers <input type="checkbox"/> 2. Inadequate or improper PPE <input type="checkbox"/> 3. Defective tools, equipment or materials <input type="checkbox"/> 4. Congestion or restricted action <input type="checkbox"/> 5. Inadequate warning system <input type="checkbox"/> 6. Fire and explosion hazards <input type="checkbox"/> 7. Poor housekeeping disorder <input type="checkbox"/> 8. Hazardous environmental conditions; gases, dusts, smokes, fumes, vapors <input type="checkbox"/> 9. Noise exposures <input type="checkbox"/> 10. Radiation exposures <input type="checkbox"/> 11. High or low temperature exposures <input type="checkbox"/> 12. Inadequate or excess illuminations <input type="checkbox"/> 13. Inadequate ventilation 	<p style="text-align: center;">CODING FOR INCIDENT ANALYSIS</p> <p>LOCATION <input type="checkbox"/></p> <p>5 TIME OF THE DAY <input type="checkbox"/></p> <p>8 INJURY TYPE <input type="checkbox"/></p> <p>12 OCCUPATION <input type="checkbox"/></p> <p>13 EXPERIENCE <input type="checkbox"/></p> <p>15 PROPERTY TYPE <input type="checkbox"/></p> <p>18 OTHER EVENT <input type="checkbox"/></p> <p>19 COST <input type="checkbox"/></p> <p>21 AGENCY <input type="checkbox"/></p> <p>23 SEVERITY <input type="checkbox"/></p> <p>24 PROBABILITY <input type="checkbox"/></p> <p>26 SUBSTD CONDTs <input type="checkbox"/></p> <p>27 PERSONAL FACTORS <input type="checkbox"/></p> <p>27 JOB FACTORS <input type="checkbox"/></p> <p>33 TYPE OF CONTACT <input type="checkbox"/></p>	
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<p>27 A. CODING OF BASIC CAUSES</p> <table style="width:100%; border: none;"> <tr> <td style="width: 33%; border: none;"> <p>PERSONAL FACTORS</p> <ul style="list-style-type: none"> <input type="checkbox"/> 1. Inadequate capability <input type="checkbox"/> 2. Lack of knowledge <input type="checkbox"/> 3. Lack of skill <input type="checkbox"/> 4. Stress <input type="checkbox"/> 5. Improper motivation </td> <td style="width: 33%; border: none;"> <p>JOB FACTORS</p> <ul style="list-style-type: none"> <input type="checkbox"/> 1. Inadequate leadership/supervision <input type="checkbox"/> 2. Inadequate engineering <input type="checkbox"/> 3. Inadequate purchasing <input type="checkbox"/> 4. Inadequate maintenance <input type="checkbox"/> 5. Inadequate equipment <input type="checkbox"/> 6. Inadequate work standard <input type="checkbox"/> 7. Wear and Tear <input type="checkbox"/> 8. Abuse or misuse </td> <td style="width: 34%; border: none;"> <p>33 TYPE OF CONTACT CONTACT WITH</p> <table style="width:100%; border: none;"> <tr> <td style="width: 50%; border: none;"> <ul style="list-style-type: none"> <input type="checkbox"/> 1. Struck against <input type="checkbox"/> 2. Struck by <input type="checkbox"/> 3. Caught in <input type="checkbox"/> 4. Caught on <input type="checkbox"/> 5. Caught in between <input type="checkbox"/> 6. Slip <input type="checkbox"/> 7. Fall on same level <input type="checkbox"/> 8. Fall to below <input type="checkbox"/> 9. Over exertion </td> <td style="width: 50%; border: none;"> <ul style="list-style-type: none"> <input type="checkbox"/> 10. Electricity <input type="checkbox"/> 11. Heat <input type="checkbox"/> 12. Cold <input type="checkbox"/> 13. Radiation <input type="checkbox"/> 14. Caustics <input type="checkbox"/> 15. Noise <input type="checkbox"/> 16. Toxic or noxious substance </td> </tr> </table> </td> </tr> </table>	<p>PERSONAL FACTORS</p> <ul style="list-style-type: none"> <input type="checkbox"/> 1. Inadequate capability <input type="checkbox"/> 2. Lack of knowledge <input type="checkbox"/> 3. Lack of skill <input type="checkbox"/> 4. Stress <input type="checkbox"/> 5. Improper motivation 	<p>JOB FACTORS</p> <ul style="list-style-type: none"> <input type="checkbox"/> 1. Inadequate leadership/supervision <input type="checkbox"/> 2. Inadequate engineering <input type="checkbox"/> 3. Inadequate purchasing <input type="checkbox"/> 4. Inadequate maintenance <input type="checkbox"/> 5. Inadequate equipment <input type="checkbox"/> 6. Inadequate work standard <input type="checkbox"/> 7. Wear and Tear <input type="checkbox"/> 8. Abuse or misuse 	<p>33 TYPE OF CONTACT CONTACT WITH</p> <table style="width:100%; border: none;"> <tr> <td style="width: 50%; border: none;"> <ul style="list-style-type: none"> <input type="checkbox"/> 1. Struck against <input type="checkbox"/> 2. Struck by <input type="checkbox"/> 3. Caught in <input type="checkbox"/> 4. Caught on <input type="checkbox"/> 5. Caught in between <input type="checkbox"/> 6. Slip <input type="checkbox"/> 7. Fall on same level <input type="checkbox"/> 8. Fall to below <input type="checkbox"/> 9. Over exertion </td> <td style="width: 50%; border: none;"> <ul style="list-style-type: none"> <input type="checkbox"/> 10. Electricity <input type="checkbox"/> 11. Heat <input type="checkbox"/> 12. Cold <input type="checkbox"/> 13. Radiation <input type="checkbox"/> 14. Caustics <input type="checkbox"/> 15. Noise <input type="checkbox"/> 16. Toxic or noxious substance </td> </tr> </table>	<ul style="list-style-type: none"> <input type="checkbox"/> 1. Struck against <input type="checkbox"/> 2. Struck by <input type="checkbox"/> 3. Caught in <input type="checkbox"/> 4. Caught on <input type="checkbox"/> 5. Caught in between <input type="checkbox"/> 6. Slip <input type="checkbox"/> 7. Fall on same level <input type="checkbox"/> 8. Fall to below <input type="checkbox"/> 9. Over exertion 	<ul style="list-style-type: none"> <input type="checkbox"/> 10. Electricity <input type="checkbox"/> 11. Heat <input type="checkbox"/> 12. Cold <input type="checkbox"/> 13. Radiation <input type="checkbox"/> 14. Caustics <input type="checkbox"/> 15. Noise <input type="checkbox"/> 16. Toxic or noxious substance
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CAUSE CHECKLIST	<p>34. REVIEWER'S REACTIONS TO THE INVESTIGATORS ANALYSIS OF THE BASIC CAUSES OF THIS ACCIDENT AND THE REMEDIAL ACTIONS DIRECTED AT POSSIBLE INADEQUACIES IN THE PROGRAM. ITS STANDARD OR COMPLIANCE TO THE STANDARDS.</p> <p>_____</p> <p>_____</p> <p>_____</p>				
	35. SIGNATURE	36. TITLE	37. DATE		

SKETCH OF SITE INVOLVED/CONTINUATION OF EXPLANATION. LIST NUMBER OF REPORT ITEM BEING CONTINUED

MONTHLY ACCIDENT STATISTICS

(For the month of _____, 20__)

For the period there were a total of _____ accident cases

I. COMPANY OWNED:	This Month	YTD
A. Personal Accident		
1. Number of Lost-time Accidents (Fatal) LTA		
2. Number of Lost-time Accidents (Non-Fatal) LTA		
3. Number of Days Lost		
4. Number of Non Lost-time Accidents (NLTA)		
5. Total Number of Accidents		
6. Number of Man-hours Worked		
7. Total Number of Employees		
8. Frequency Rate		
9. Severity Rate		
10. Property Damage Cost (MP)		
11. Physical Injury Cost (MP)		
12. Total Accident Cost (MP)		
B. Other Accidents		
1. Number of Vehicular Accidents (LV and HE)		
2. Number of Other Equipment Damage Accidents		
3. Vehicular Damage Cost (MP)		
4. Other Equipment Cost (MP)		
5. Total Vehicular and Other Equipment Damage Cost (MP)		
C. No Lost-Time Manhours Worked Data		
1. Last LTA Occurrence		
2. Manhours Worked to Date without LTA		
3. Period Attained		
4. Number of Calendar Days Attained		

Prepared by:

Attested by:

Safety Officer

Resident Manager

(Month and Year)

ANALYSIS OF PERSONAL ACCIDENTS

MONTH	ACCIDENTS								DAYS LOST		TOTAL Man-Hours		FREQUENCY RATE (FR)		SEVERITY RATE (SR)	
	NLTA		LOST-TIME				TOTAL									
			Fatal		Non-Fatal											
	This Month	To Date	This Month	To Date	This Month	To Date	This Month	To Date	This Month	To Date	This Month	To Date	This Month	To Date		
JANUARY																
FEBRUARY																
MARCH																
APRIL																
MAY																
JUNE																
JULY																
AUGUST																
SEPTEMBER																
OCTOBER																
NOVEMBER																
DECEMBER																

(Month and Year)

ANALYSIS OF PERSONAL ACCIDENTS WITH THE SAME PERIOD LAST YEAR

MONTH	ACCIDENTS								DAYS LOST		TOTAL Man-Hours		FREQUENCY RATE (FR)		SEVERITY RATE (SR)	
	NLTA		LOST-TIME				TOTAL									
			Fatal		Non-Fatal											
This Month	To Date	This Month	To Date	This Month	To Date	This Month	To Date	This Month	To Date	This Month	To Date	This Month	To Date	This Month	To Date	
JANUARY																
FEBRUARY																
MARCH																
APRIL																
MAY																
JUNE																
JULY																
AUGUST																
SEPTEMBER																
OCTOBER																
NOVEMBER																
DECEMBER																

(Month and Year)

ANALYSIS OF PERSONAL ACCIDENTS BY DEPARTMENT

MONTH	ACCIDENTS								DAYS LOST		TOTAL Man-Hours		FREQUENCY RATE (FR)		SEVERITY RATE (SR)	
	NLTA		LOST-TIME				TOTAL									
			Fatal		Non-Fatal											
	This Month	To Date	This Month	To Date	This Month	To Date	This Month	To Date	This Month	To Date	This Month	To Date	This Month	To Date		

(Month and Year)

ANALYSIS OF PERSONAL ACCIDENTS BY OCCUPATION

OCCUPATION	ACCIDENTS						TOTAL		PERCENTAGE	
	NLTA		LOST-TIME							
			Fatal		Non-Fatal					
	This Month	To Date	This Month	To Date	This Month	To Date	This Month	To Date	This Month	To Date

(Month and Year)

ANALYSIS OF PERSONAL ACCIDENTS BY PART OF THE BODY

PART OF THE BODY	ACCIDENTS						TOTAL		PERCENTAGE	
	NLTA		LOST-TIME							
			Fatal		Non-Fatal					
	This Month	To Date	This Month	To Date	This Month	To Date	This Month	To Date	This Month	To Date
HEAD										
EYES										
HAND/FINGER										
ARM										
TRUNK										
BACK										
LEG										
FOOT/TOE										
OTHERS (SPECIFY)										

(Month and Year)

ANALYSIS OF PERSONAL ACCIDENTS BY IMMEDIATE CAUSES

IMMEDIATE CAUSE	ACCIDENTS						TOTAL		PERCENTAGE	
	NLTA		LOST-TIME							
			Fatal		Non-Fatal					
	This Month	To Date	This Month	To Date	This Month	To Date	This Month	To Date	This Month	To Date
HANDLING MATERIALS										
STRUCK BY / AGAINST										
CAUGHT IN / BETWEEN										
CONTACT WITH SHARP OBJECT										
FOREIGN BODY ENTRY										
BURN (FIRE/STEAM)										
SLIP / FALL										
RUBBED OR ABRADED BY										
CONTACT WITH ELECTRICITY										
OVER EXERTION										
HAND TOOLS										
OTHERS (SPECIFY)										

EXPLOSIVE MONTHLY TRANSACTION REPORT
 Use/Disposition, Purchase and Current Inventory of Explosives
 For the Month of _____, 20____

ITEM	Code	Unit	Previous Balance	Purchase/ Adjustment	Imports	Total	Disposal	Sold/ Issued to	Used/ Disposed	Total	Balance

Prepared / Verified True and Correct:

Attested By:

Submitted By: