

IM OCCURRENCE REPORTING PROCEDURE

Reporting Timelines for Railway Operators (Network Statement Summary)

- **Overall obligation:**
TRIM, as the network operator, must report all occurrences on its network. Each railway operator involved in an occurrence must also report independently to the Railway Safety Regulator (RSR) in line with prescribed timelines based on severity and impact.
- **Immediate telephonic notification (within 15 minutes):**
Required for all railway occurrences in categories **A–O** that result in:
 - Fatalities or injuries
 - Significant damage to property, rolling stock, or infrastructure
 - Environmental damage or dangerous goods spills/releases
 - Major train disruptions due to force majeure
 - Any occurrence posing a serious risk to railway operations or passenger safety
- **Immediate written confirmation:**
All immediately reportable occurrences must be confirmed **in writing within 12 hours** via email to the RSR, providing formal and traceable notification with initial details.
- **Daily Occurrence Report:**
 - Covers all reportable occurrences in Annexure 41, **Tables 1, 2, 3, and 5** between **00:00 and 23:59**.
 - Due by **11:00 on the following day** (or by 11:00 on the next working day if the deadline falls on a weekend or public holiday).
 - Must include fatalities and injuries from attempted suicides or trespassers struck by trains, as well as all immediate reportable occurrences.
- **Quarterly Occurrence Report:**
 - Due **by the end of the month following the reporting quarter**.
 - Reporting periods are:
 - April–June
 - July–September
 - October–December
 - January–March

ANNEXURE 41

RAILWAY OPERATIONAL OCCURRENCES AND SECURITY-RELATED INCIDENTS CATEGORIES

TO BE REPORTED BY: (reporting to be done in accordance with RSR timelines)	TRIM	TOC
CATEGORY A – COLLISIONS DURING MOVEMENT OF ROLLING STOCK		
a Collision between rolling stock on a running line	Y	Y
b Collision of rolling stock with an obstruction on a running line (including road vehicles colliding with rolling stock)	Y	Y
c Collision with a stop block on a running line	Y	Y
d Collision of rolling stock other than on a running line	Y	Y
e Collision of rolling stock with an obstruction other than on a running line	Y	Y
f Collision with a stop block other than on a running line	Y	Y
CATEGORY B – DERAILMENTS DURING MOVEMENT OF ROLLING STOCK		
a Derailment of rolling stock on a running line	Y	Y
b Derailment of rolling stock on a line other than a running line	Y	Y
c Derailment during tippler activities	Y	Y
CATEGORY C - UNAUTHORIZED MOVEMENTS (ROLLING STOCK MOVEMENT EXCEEDING THE LIMIT OF AUTHORITY)		

a Signal passed at danger (SPAD) on a running line	Y	Y
b Signal passed at danger (SPAD) on any other line	Y	Y
c Physical token passed on a running line	Y	Y
d Physical token passed on any other line	Y	Y
e Verbal authority exceeded on a running line	Y	Y
f Verbal authority exceeded on any other line	Y	Y
g Written authority exceeded on a running line	Y	Y
h Written authority exceeded on any other line	Y	Y
CATEGORY D – LEVEL CROSSING OCCURRENCES		
a Collision between rolling stock and a road vehicle(s) (including motor vehicles, bicycle or animal-drawn vehicles) at a recognized level crossing on a running line	Y	Y
b Collision between rolling stock and a road vehicle(s) (including motor-powered, bicycle or animal-drawn vehicles) on any line other than a running line (including yards, sidings and private sidings) at a recognized level crossing	Y	Y
c A person(s) struck by rolling stock at a recognized pedestrian level crossing	Y	Y
d A person(s) struck by rolling stock at a recognized road level crossing	Y	Y
CATEGORY E – PERSONS STRUCK DURING MOVEMENT OF ROLLING STOCK (OTHER THAN AT LEVEL CROSSINGS)		
a Occurrence where a member of the public is struck by rolling stock on a running line	Y	Y
b Occurrence where an employee is struck by rolling stock on a running line	Y	Y
c Occurrence where a contractor or contractor's employee is struck by rolling stock on a running line	Y	Y
d Occurrence where a member of the public struck by rolling stock on a line other than a running line	Y	Y
e Occurrence where an employee is struck by rolling stock on a line other than a running line	Y	Y

f Occurrence where a contractor or contractor's employee is struck by rolling stock on a line other than a running line	Y	Y
CATEGORY F – PEOPLE RELATED OCCURRENCES: TRAINS OUTSIDE STATION PLATFORM AREAS (IN SECTION)		
a Occurrence where a person fell or was pushed from inside a moving or stationary train	Y	Y
b Occurrence where an employee fell or was pushed from inside a moving or stationary train	Y	Y
c Occurrence where a contractor or contractor's employee fell or was pushed from inside a moving or stationary train	Y	Y
CATEGORY G – PASSENGER RELATED OCCURRENCES: TRAVELLING OUTSIDE DESIGNATED PASSENGER AREA		
a Category G occurrences covers the number of occurrences as a result of passengers travelling outside the designated passenger area of the train	Y	Y
CATEGORY H – PEOPLE RELATED OCCURRENCES: PLATFORM-TRAIN INTERCHANGE		
a Occurrence where a passenger fell between the train and the platform whilst entraining/detraining a stationary or moving train	Y	Y
b Occurrence where a passenger fell on the platform whilst entraining/detraining a stationary or moving train	Y	Y
c Occurrence where an employee fell between the train and the platform whilst entraining/detraining a stationary or moving train	Y	Y
d Occurrence where an employee fell on the platform whilst entraining/detraining a stationary or moving train	Y	Y
e Occurrence where a contractor or contractor's employee fell between the train and the platform whilst detraining a stationary or moving train	Y	Y
f Occurrence where a contractor or contractor's employee fell on the platform whilst entraining/detraining a stationary or moving train	Y	Y

CATEGORY I – PEOPLE RELATED OCCURRENCES: STATION INFRASTRUCTURE				
a Occurrence resulting in injuries and fatalities to public due to infrastructure defects in a public area of the station	Y	N		
b Occurrence resulting in injuries and fatalities to passengers due to infrastructure defects in a passenger area of the station	Y	N		
c Occurrence resulting in injuries and fatalities to an employee due to infrastructure defects in a public area of the station	Y	N		
d Occurrence resulting in injuries and fatalities to an employee due to infrastructure defects in a passenger area of the station	Y	N		
e Occurrence resulting in injuries and fatalities to a contractor or contractor's employee due to infrastructure defects in a public area of the station	Y	N		
f Occurrence resulting in injuries and fatalities to a contractor or contractor's employee due to infrastructure defects in a passenger area of the station	Y	N		
CATEGORY J – ELECTRIC SHOCK OF PEOPLE OCCURRENCES				
a Electrical shock to a member of the public on the network infrastructure	Y	N		
b Electrical shock to an employee on the network infrastructure	Y	N		
c Electrical shock to a contractor or contractor's employee on the network infrastructure	Y	N		
d Electrical shock to the member of the public including passengers whilst on or in rolling stock	Y	N		
e Electrical shock to an employee whilst positioned on or part of rolling stock	Y	N		
f Electrical shock to a contractor or contractor's employee whilst positioned on or part of rolling stock	Y	N		
g Electrical shock to the member of the public in the public area of a station	Y	N		
h Electrical shock to an employee in the public area of a station	Y	N		
i Electrical shock of a contractor or contractor's employee in the public area of a station	Y	N		
j Electrical shock to the member of the public in the passenger area of a station	Y	N		

k Electrical shock to an employee in the passenger area of a station	Y	N
l Electrical shock of a contractor or contractor's employee in the passenger area of a station	Y	N
CATEGORY K – SPILLAGE/LEAKAGE, EXPLOSION OR LOSS OF DANGEROUS GOODS		
a Spillage or leakage of dangerous goods en route	Y	Y
b Spillage or leakage of dangerous goods during shunting operations	Y	Y
c Spillage or leakage of dangerous goods whilst staged	Y	Y
d Missing consignment of dangerous goods	Y	Y
e Theft of dangerous goods	Y	Y
f Explosion of dangerous goods	Y	Y
CATEGORY L – FIRE OCCURRENCES		
a Fires on a fixed operational asset impacting on operational safety	Y	N
b General freight fires	Y	Y
c Technical fault rolling stock fires	Y	Y
d Veld fires that threaten operational safety	Y	N
e Dangerous goods fires	Y	Y
f Explosions of dangerous goods	Y	Y
CATEGORY M – AVERTED COLLISIONS AND DERAILMENTS		
a Averted collisions on running line	Y	Y
b Averted derailments on running line	Y	Y

c Averted collisions on any line other than a running line	Y	Y
d Averted derailments on any line other than a running line	Y	Y
e Hard Coupling	Y	Y
f Points run through	Y	Y
g Wrong train authorisation issued	Y	Y
CATEGORY N – PANTOGRAPH HOOK-UPS		
a Pantograph Hook-up	Y	Y
CATEGORY O – ONBOARD PASSENGER RELATED OCCURRENCES		
a Slips, trips or fall on-board a train	Y	Y
b Passengers injured on-board due to falling foreign objects while on-board	Y	Y
c Fatality due to natural causes on-board train	Y	Y
RAILWAY SECURITY-RELATED INCIDENTS		
Category 1 - Theft of assets		
a Theft of rolling stock components in section	Y	Y
b Theft of rolling stock components in yards and sidings	Y	Y
c Theft of civil infrastructure components in section	Y	N
d Theft of civil infrastructure components in yards and sidings	Y	N
e Theft of overhead traction equipment in section	Y	N

f Theft of overhead traction equipment in yards and sidings	Y	N
g Theft of train authorisation, control and telecommunication systems and equipment in section;	Y	N
h Theft of train authorisation, control, and telecommunication systems and equipment in yards and sidings;	Y	N
i Theft of ancillary equipment, including public address (PA) systems, information boards and closed-circuit television (CCTV);	Y	N
j Theft of freight, including dangerous goods in section; and	Y	Y
k Theft of freight, including dangerous goods in yards and sidings.	Y	Y
CATEGORY 2 – MALICIOUS DAMAGE (VANDALISM) TO PROPERTY IMPACTING ON OPERATIONAL SAFETY		
a Malicious damage (vandalism) of rolling stock components in section	Y	Y
b Malicious damage (vandalism) of rolling stock components in yards and sidings (staged)	Y	Y
c Malicious damage (vandalism) of civil infrastructure components in section	Y	N
d Malicious damage (vandalism) of civil infrastructure components in yards and sidings	Y	N
e Malicious damage (vandalism) of overhead traction equipment in section	Y	N
f Malicious damage (vandalism) of overhead traction equipment in yards and sidings	Y	N
g Malicious damage (vandalism) of train control equipment (signalling) in section	Y	N
h Malicious damage (vandalism) of train control equipment (signalling) in yards and sidings	Y	N
i Malicious damage (vandalism) of ancillary equipment including public address systems, information boards, CCTV	Y	N
CATEGORY 3 – THREATS OF OPERATIONAL SAFETY		
a A bomb threat to network	Y	N
b A bomb threat to station	Y	N
c A bomb threat to rolling stock	Y	N

d Threats due to electrical power outages	Y	N
e Threats other than bomb and power outage threats	Y	N
CATEGORY 4 - UNAUTHORISED CONTROL OF TRAINS		
a Unauthorised person taking control of passenger trains	Y	Y
b Unauthorised person taking control of freight trains	Y	Y
c Unauthorised person taking control of other rolling stock	Y	Y
CATEGORY 5 – CROWD-RELATED OCCURRENCES		
a Crowd related incident and includes stampede action	Y	Y
CATEGORY 6 – INDUSTRIAL ACTION		
a Industrial action that causes a threat to safe railway operations	Y	Y
CATEGORY 7 – PERSONAL SAFETY ON TRAINS		
a Murder	Y	Y
b Attempted murder	Y	Y
c Rape	Y	Y
d Aggravated rape	Y	Y
e Assault	Y	Y
f Indecent assault	Y	Y
g Sexual assault	Y	Y

h Aggravated sexual assault	Y	Y
i Aggravated robbery	Y	Y
j Robbery	Y	Y
k Theft	Y	Y
l Bomb explosions	Y	Y
CATEGORY 8 - PERSONAL SAFETY ON STATIONS		
a Murder	Y	N
b Attempted murder	Y	N
c Rape	Y	N
d Aggravated rape	Y	N
e Assault	Y	N
f Indecent assault	Y	N
g Sexual assault	Y	N
h Aggravated sexual assault	Y	N
i Aggravated robbery	Y	N
j Robbery	Y	N
k Theft	Y	N
l Bomb explosions	Y	N
CATEGORY 9 - PERSONAL SAFETY OUTSIDE STATION PLATFORM AREA (IN SECTION BETWEEN STATIONS, INCLUDING YARDS, SIDINGS AND DEPOTS)		
a Murder	Y	N
b Attempted murder	Y	N

c Rape	Y	N
d Aggravated rape	Y	N
e Assault	Y	N
f Indecent assault	Y	N
g Sexual assault	Y	N
h Aggravated sexual assault	Y	N
i Aggravated robbery	Y	N
j Robbery	Y	N
k Theft	Y	N
l Bomb explosions	Y	N
CATEGORY 10 - HUMAN BODIES FOUND WITHIN THE RAILWAY RESERVE		
a A body of a dead person found within the railway reserve	Y	N
b A body of dead person found on the railway line.	Y	N
c A commuter who died on board	Y	N
d An unknown dead body discovered within the rolling stock	Y	N

