

**MISHAP REPORT**  
*(Supervisor must complete this form and forward to MS-SF within 24 hours of the mishap.)*

TO  HQ ARPC/MS-SF	FROM
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**INJURED EMPLOYEE'S INFORMATION**

NAME (Last, First, MI)	GRADE/RANK	OFFICE SYMBOL	DUTY PHONE	<input type="checkbox"/> MALE  <input type="checkbox"/> FEMALE	AGE
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**MISHAP INFORMATION**

MISHAP DATE (YYYYMMDD)	DAY OF WEEK	MISHAP TIME	MISHAP LOCATION  <input type="checkbox"/> ON DUTY <input type="checkbox"/> OFF DUTY
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DESCRIBE INJURY, MISHAP LOCATION, AND PROPERTY DAMAGE (Give a detailed description of the mishap details as explained by the injured employee.)

SUPERVISOR'S MISHAP REPORT (Explain how and why the mishap occurred.)

SUPERVISOR'S FOLLOW-UP ACTION REPORT (Explain what actions were taken to prevent a similar mishap recurrence.)

SUPERVISOR'S NAME AND TITLE	GRADE	DUTY PHONE
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SUPERVISOR'S SIGNATURE	DATE (YYYYMMDD)
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DIRECTOR'S COMMENTS

DIRECTOR'S NAME AND TITLE	GRADE	DUTY PHONE
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DIRECTOR'S SIGNATURE	DATE (YYYYMMDD)
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### **About the ITAOP/savePDF Method**

The traditional Field-by-Field creation process is extremely ineffective and slow.

The only realistic option to create high-quality forms is the Insert-Text-Anywhere-on-Page (ITAOP) method.

The field creation process is about 10,000 times faster than the traditional method; the list of ITAOP features is not even available for the traditional method.

ITAOP savePDF method proved to be very simple and completely reliable for millions of users all over the world (incl. individuals, companies, organizations, government employees).