**รายงานเหตุการณ์เบื้องต้นเสนอผู้บริหาร (Spot Report)**

ชื่อเหตุการณ์ : ……………………………………………………………………………………………………………..…………………....

สถานที่เกิดเหตุการณ์ : ……………………………………………………………………………………………………………..…………

วันที่เกิดเหตุ : …………………………………..............................… วันที่รับแจ้งข่าว : …………………… เวลา........น.

แหล่งข้อมูล/ผู้แจ้งข่าว : …………………………........…….......…… เบอร์โทรศัพท์ : …………………………….......………

ผู้ให้ข้อมูล/รายละเอียดเหตุการณ์ : …………………………......… เบอร์โทรศัพท์ : …………………………….......………

* รายละเอียดของเหตุการณ์

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* ผลการประเมินความเสี่ยงเบื้องต้น

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* ข้อเสนอแนะหรือสิ่งที่ควรดำเนินการต่อไปเพื่อการป้องกัน ควบคุม หรือลดผลกระทบ

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