



1. BD Contact Information				
Employee Name (For Internal Use Only)				Email
				Phone
2. Customer Information				
Reporter Name/Title				
Facility name				
Address				
City/Region/State/Post Code/ Country				
Country Event Occurred				
Phone/Email				
Report received by (For Internal Use Only)	Phone	Email	Other	<i>Specify:</i>
3. Product Details				
Product name				
Lot number(s) and/or Serial number(s)				
Material/Catalog Number				
Quantity Involved			Contaminated?	Yes No
Used product available to be returned for evaluation	No	Yes	<i>How many units?</i>	
Unused devices from the same lot number available for evaluation (representative samples)	N/A	No	Yes <i>How many units?</i>	
Current location of device(s)	End user	Distributor	Other location <i>Specify:</i>	Destroyed
Replacement or Credits for affected devices? (For Internal Use Only)	Replacement	4. Incident Date (DD/MM/YYYY)		
	Credit	5. BD Awareness Date (DD/MM/YYYY) (For Internal Use Only)		

Once completed, this document is considered a record that must be stored in accordance with company procedures.



6. Description

INFORMATION: Give specific and objective details of feedback or event. Include copies of all relevant correspondence, photographs etc. Where/When does the problem occur? Physical location of defect on the device, Step in the Process/Procedure, What Happened vs Expected? Was there any patient/end user involvement? Was the intent of the process/procedure changed?
I.e. The needle was clogged and the user was unable to administer insulin. However, the patient was able to administer the insulin with a second needle.

How often has the defect occurred?	Once	Several times	How many times?	Whole batch
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7. Adverse Event Questions

When did the incident occur?	Before Use	During Use	After Use	Unknown
Death?	No	Yes	Date:	Time:
	Unknown	<u>Detailed Death Description:</u>		
Serious Injury	Unknown	No	Yes	Description:
Erroneous Results	Unknown	No	Yes	Description:
Course of treatment changed due to event <i>Include any alternate testing provided relative to the change in treatment</i>	Unknown	No	Yes	Description:
Exposure to Blood/Bodily Fluid <i>Include exposure of toxic medication to skin and list the specific medication that leaked. Indicate if exposure to mucosal membrane occurred</i>	Unknown	No	Yes	Description:
Medical int. other than first aid <i>X-ray, CT Scan, MRI, Ultrasound, delay or change in treatment/diagnosis, administration of antibiotics, surgical removal of a cannula, and etc.</i>	Unknown	No	Yes	Description:
Needle/Probe Stick	Unknown	No	Yes	Description:
Safety Issue <i>Retraction failures, shielding failures, safety feature failed to cover the needle properly. Indicate whether the feature failed prior to use</i>	Unknown	No	Yes	Description:
Other actions taken <i>Test or admin of medication (drugs/solutions) due to over or under dosage, imaging studies, admin of prophylactic/antibiotics, blood transfusion, admin of antivirals due to needle stick, post lab testing, hospitalization</i>	Unknown	No	Yes	Description:

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