

PRE-ACTION DISCLOSURE

AVAILABILITY OF DOCUMENTS		
	Please tick as appropriate	
	Available	Does not exist
1st Aid Report/Surgery Records		
Accident book entry		
Accident Investigation report		
Details of previous accidents		
Earnings Information		
Foreman/Supervisor accident report		
Health Surveillance Records		
Maintenance records of machinery involved in the accident/area where the accident happened		
Minutes of H & S meeting where accident/matter was considered		
Other communications with the Health and Safety Executive ("HSE")		
Post-accident Risk Assessment		
Pre-accident Risk Assessment		
Records of independent contractors working in the relevant area		
Report to Department for Social Security ("DSS")		
RIDDOR report		
Safety representative accident report		
Training records		

I understand I have a duty to conduct a thorough and reasonable search under Rule 31.6* and to disclose documentation under Rule 31.7* of the Civil Procedure Rules to include documentation which may adversely affect my case or support the case of my opponent. I certify that I have conducted a thorough and complete search and to the best of my knowledge I believe the information contained in this form is true.

Signed		Company	
Name			
Position		Date	

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* **Rule 31.6 – Standard disclosure – what documents are to be disclosed**

Standard disclosure requires a party to disclose only –

- (a) the documents on which he relies; and
- (b) the documents which –
 - (i) adversely affect his own case;
 - (ii) adversely affect another party's case; or
 - (iii) support another party's case; and
- (c) the documents which he is required to disclose by a relevant practice direction.

* **Rule 31.7 – Duty of search**

(1) When giving standard disclosure, a party is required to make a reasonable search for documents falling within rule 31.6(b) or (c).

(2) The factors relevant in deciding the reasonableness of a search include the following –

- (a) the number of documents involved;
- (b) the nature and complexity of the proceedings;
- (c) the ease and expense of retrieval of any particular document; and
- (d) the significance of any document which is likely to be located during the search.

(3) Where a party has not searched for a category or class of document on the grounds that to do so would be unreasonable, he must state this in his disclosure statement and identify the category or class of document. (Rule 31.10 makes provision for a disclosure statement)

PLEASE COMPLETE AND RETURN TO:	claims@corin.com
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