



# iTSCi Incident Report SAMPLE REPORT

Number: KT/2011/XXXX

## Instructions:

1. Use the iTSCi Incident Category Chart to determine the Level of the Incident
2. Complete the incident report form and send it to your Project Manager within 24 hours
3. Clearly state if the information is based on rumor or it has been verified, and by whom
4. This incident report form is CONFIDENTIAL and should be submitted to your iTSCi Project Manager only
5. Fill in a separate report form for each incident
6. If there is not enough room on the form, use blank sheets to continue and attach them to the report

Date of report : 30/09/2011

Province : Katanga

Territoire : Mitwaba

District : Haut Katanga

Date of incident : 27 September 2011

Location of incident : Mitwaba

Time of incident : 16h

Number of extra pages attached to this report: 1

Indicate which category of incident occurred by marking the appropriate box(es) below with ✓

	Tagging	Corruption	Security	Human Rights
Level 1				
Level 2	✓			
Level 3				

FOR LEVEL 1 INCIDENTS - Steering Committee recommendation (✓)

Disengagement :

Mitigation :

## Incident Details

### Who was involved?

**This is a fictitious incident report created for the purposes of showing how iTSCi incident reporting and risk management actions are recorded.**

- Comptoir: TIN MINING COMPANY
- Négociant: Leonard KABWE
- SAESSCAM agent: Joseph KALUMBA

### What happened? (Give an impartial account based on reliable information sources)

On 27/09/2011, the staff of iTSCi Mitwaba were called to attend the depot of Comptoir Tin Mining Company as a négociant had arrived with four parcels of coltan which he said were from TANGO mine. However TANGO mine only produces cassiterite. The iTSCi team questioned the négociant (Négociant KABWE) who admitted that he had purchased the four mine tags for 10,000 CFR from a SAESSCAM agent and he had used the tags to tag some coltan which he had transported from the northern part of the Province from a mine which is not in the iTSCi system.

The mine tag numbers and corresponding weights were :

- 017xxx1 : 75.3 kg;
- 017xxx2 : 78.15 kg;
- 017xxx3 : 72.8 kg;
- 017xxx4 : 74.4 kg.

All of these tags are allocated to the BULA BULA Sector where the SAESSCAM encadreur is Joseph KALUMBA.

## Provide the names and contact details of the actors involved (state agents, companies, miners, etc)

Name	Function/Title	Name of Service/Group	Telephone
Mr Paul	Director	TIN MINING COMPANY	+243 81 445 6978

Leonard KABWE	Négociant	Independent	+243 99 765 2349
Joseph KALUMBA	Encadreur, Bula Bula Sector	SAESSCAM	+243 82 734 9021
Pierre WALUMBA	Chef de Bureau, Mitwaba	SAESSCAM	+243 81 772 8345
Laurent CHURUMBI	Chef d'Antenne, Katanga	SAESSCAM	+243 82 436 7834

<b>Immediate actions that were taken</b>	<b>By whom</b>	<b>Date</b>
The Comptoir was visited to verify the situation and to interview the négociant.	iTSCi	27/09/11
The incident was reported to SAESSCAM Mitwaba who immediately called the encadreur in question to interview and suspended him from duty.	iTSCi & SAESSCAM	27/09/11
The Chef de Bureau, Mitwaba, reported the incident with the Provincial Head of SAESSCAM, Katanga.	SAESSCAM	28/09/11
The abuse of tags was reported to the iTSCi database team.	iTSCi	28/09/11
The incident report was submitted to the iTSCi secretariat. <i>(Note: Companies in the iTSCi programme are informed of the incident, and are requested to provide input into actions and decisions on purchasing considered by the Steering Committee. Depending on the level of seriousness of the incident, this consultation may take place immediately or through monthly project reports.)</i>	iTSCi	28/09/11
<b>Follow up actions to be taken</b>	<b>By whom</b>	<b>To be taken by what date</b>
The tags are to be cancelled in the iTSCi database.	iTSCi	30/09/11
Disciplinary action to be taken against the SAESSCAM staff by SAESSCAM management.	SAESSCAM	31/10/11
The issue to be discussed at both Provincial and Local Comité levels who will issue instructions to state agents and take appropriate legal action.	CCP & CLS	31/10/11
Follow up to determine the origin of the untagged coltan (which mine it came from), to understand why this mine is not in the system, and to develop a plan to involve the mine in iTSCi (if appropriate).	iTSCi	15/10/11
<b>How the incident was closed/resolved</b>	<b>By whom</b>	<b>Date incident closed/resolved</b>
The culprits (both the négociant and the SAESSCAM agent) were easily caught and appropriate action was taken.	iTSCi, CPP, CLS	31/10/11
<b>Instructions for future actions as a result of this incident</b>		

**Other notes and comments**

**Make a note of any supporting documents, evidence, etc., which are submitted with this report**

Minutes of the October meetings of the CPP and CLS.

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NO INFORMATION IN THIS DOCUMENT IS RELATED TO ACTUAL SITES OR PERSONEL.