

Appendix 2 – Sample NPA01 form

NON-POLICE AGENCIES (Notification of Proceedings to Police)

AGENCY NAME: HEALTH & SAFETY EXECUTIVE

AGENCY REF. No: [COIN case no]

ADDRESS: [insert local office address]
number]

☎: [insert local office contact number]

OFFICER IN CHARGE OF CASE: [Litigation Officer]

SIGNATURE:

For Police Use Only A/S Reference Number	PNC Court Case Reference Number
The NPPA will document this for Richard 7 Solution	
PNC ID Number	CRO Number
Entered on PNC by	Date

Name Charged/Summoned

Surname: Forename(s):

Alias Name(s): Nickname:

Date of Birth

Sex M F

Colour White Non White

Height (Imperial) ft in or Metric m

Place of Birth **Nationality** British **Driver Number**

Process Stage Reported Arrested Summoned **Date** **Time**

Photograph Taken Not Taken **Fingerprints** Not Taken Taken

DNA Sample Taken Not Taken Mouth Hair **ID Number**

Prosecuting Agents Health and Safety Executive

Offence (in plain language, include Act & Section of Offence.) [insert offence wording from table – eg “Employer breaching general duty to employee, s33(1)(a) & 2 Health and Safety at Work etc Act 1974”]

Offence Start Date/Time **Offence End Date/Time**

Address/Location of Offence

County **Postcode**

Method used in Offence (Show as much information as possible especially in regards to words spoken/weapons used/means of entry/exit and part played by any ACCOMPLICE showing name and address where known.)

[Base upon the allegation in the information, amending where necessary to aid third-party understanding]

***** FOR ADDITIONAL OFFENCE(S) USE A SEPARATE FORM NPA 02 *****

Continuation form(s) NPA 02 attached Yes No

Charged/Summoned on date **Court Date** **Time**

Court Name

Cautioned on date **Cautioning Officer** **Rank**

Name	Surname	Forename(s)
Cautioned		

Ethnic Appearance	White European	Dark European	Afro Caribbean	Asian	Oriental	Arab	Unknown

Build	Fat	Heavy	Stocky	Broad	Thin	Slim	Small
	Medium	Proportionate					

Shoe Size or

Eye Colour(s)	Blue	Brown	Green	Grey	Hazel	Pink	Unknown

Glasses	Glasses	Contact Lenses	Neither	Handed	Right Handed	Left Handed	Ambi-dextrous

Type		Colour (1)		Dyed/Greyin		Colour (2)		Features	
Bald	(BA)	Black	(BK)	Dyed	(D)	Black	(BK)	Afro	(AF)
Collar Length	(CL)	White	(WH)	Greying	(G)	White	(WH)	Plaited	(PL)
Cropped	(CR)	Light Brown	(LB)			Light Brown	(LB)	Mohican	(MO)
Receding	(RE)	Dark Brown	(DB)			Dark Brown	(DB)	Beehive	(BH)
Short	(SH)	Fair	(FA)			Fair	(FA)	Ponytail	(PT)
Shoulder L'th	(SL)	Blonde	(BD)			Blonde	(BD)	Punk	(PK)
Very Long	(VL)	Ginger	(GI)			Ginger	(GI)	Rasta	(RA)
		Auburn	(AU)			Auburn	(AU)	Shaven	(SV)
		Grey	(GY)			Grey	(GY)	Skinhead	(SK)
		Brown	(BR)			Brown	(BR)	Teddy	(TE)
		Red	(RD)			Red	(RD)	Permed	(PM)
		Sandy	(SA)			Sandy	(SA)	Curly	(CU)
		Mousey	(MO)			Mousey	(MO)	Wavy	(WA)
						Blue	(BL)	Dirty	(DI)
						Green	(GN)	Greasy	(GR)
						Orange	(OR)	Streaked	(SD)
						Purple	(PU)	Thinning	(TH)
						Yellow	(YE)	Wig	(WI)
						Pink	(PI)	Straight	(ST)
						Multi	(MU)	Untidy	(UT)

Moustache	(M)
Beard	(B)
Long	
Sideburns	(L)
Clean Shaven	(C)

Type		Colour (1)		Dyed/Greyin		Colour (2)		Features	
Facial Hair									

Accent	English	Scottish	Irish	Welsh	Northern	North East
	North West	Yorkshire	Midland	East Anglia	West Country	Southern
	Liverpool	Birmingham	London	Glasgow		
	American	Australian	French	German	Italian	Spanish
	West Indian	Asian	Oriental	Foreign Other	Cultured	

Marks/Scars/Abnormalities	TATT	Tattoo	R	Right	SCAL(Scalp)	LEGS	GENI(Genitals)	CHIN
	MARK		L	Left	EYES	GAIT	HAND	ABDO(Abdomen)
	LACK	Lacking	C	Centre	LIPS	BROW	FEET	BUTT (Buttocks)
	SCAR	Scarred	U	Upper	NECK	EARS	SPEE(Speech)	FING (Finger)
	PRCD	Pierced	W	Lower	BACK	TEET(Teeth)	FACE	TOES
	PECU	Peculiar			ARMS	CHES(Chest)	NOSE	TONG (Tongue)

Description (describe tattoo or other details)

Home Address(es)	[or registered address for companies]	Postcode	
Other Address(es)		Postcode	

Identity Numbers	Type	Number

(DSS/National Insurance etc.)

Occupation	Date				
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Habitual Dress	
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Jewellery Worn	Bracelet	Brooch	Earring	Neck	Pin	Ring
	Watch	Pendant	Other			

State if worn permanently and body position

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Habits/Mannerisms

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Special skills

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