



**Dannic Wines and Spirits (Pty) Ltd**

**Physical Address** 3 Slot van Dammetjie Str, Lemoenkloof, Paarl, 7646  
**Postal Address** PO Box 7198, Paarl North, South Africa, 7646  
**Telephone** 0861 744 447 / 021 870 1130  
**VAT No** 4950313207  
**Registration No** 2022/551504/07  
**Liquor License** NLA 17172

**DIAGEO**

**Liquor Runners Durban (Pty) Ltd**

**Delivery Address:**

30 Hillclimb Road  
 Westmead  
 Pinetown  
 Durban

**Postal Address:**

30 Hillclimb Road  
 Westmead  
 Pinetown  
 Durban

<b>TAX INVOICE</b>	
<b>Account Number</b>	LIQ00009
<b>VAT Number</b>	4780261261
<b>Transaction Date</b>	30/01/2025
<b>External Order</b>	Warehouse Charge
<b>Invoice Number</b>	INV0040396
<b>Rep Name</b>	
<b>Delivery Day</b>	FRI

<u>Code</u>	<u>Item Description</u>	<u>Warehouse Name</u>	<u>QTY</u>	<u>Packaging</u>	<u>Price (Ex)</u>	<u>Price (In)</u>	<u>Disc %</u>	<u>Nett Total (Excl)</u>	<u>Tax</u>	<u>Nett Total (Incl)</u>
765862	The Singleton - Dufftown 12 YO	Liquor Runners DBN	1.00	Bottle 750ml	495.67	570.02	0.0 %	495.67	74.35	570.02
	<i>Warehouse charges - damaged while picking Name: M Ndlovu</i>									

**Received by** \_\_\_\_\_  
**Date** \_\_\_\_\_  
**Signed** \_\_\_\_\_

<b>BANKING DETAILS:</b>	
<b>Account Name</b>	Dannic Wines and Spirits (Pty) Ltd
<b>Bank Name</b>	First National Bank (FNB)
<b>Bank Account</b>	63040213299
<b>Branch Code</b>	255355
<b>Payment Ref</b>	LIQ00009      INV0040396

<b>Total (Excl)</b>	495.67
<b>Tax 15.00 %</b>	74.35
<b>Total (Incl)</b>	<b>570.02</b>
<b>Rebate Discount</b>	0.00
<b>Grand Total (Incl.) ZAR</b>	<b>570.02</b>

	<b>ACCIDENT- INCIDENT INVESTIGATION FORM</b>	HSE-INC-04
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<b>INCIDENT NUMBER: (Number as per Libra)</b>	1217
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<b>Detailed Information</b>			
Date	Time	Depot	Location of incident
29.01.2025	19:15	LR Clairwood	Warehouse - Pick face
Depot Manager	Contact Details	National SHEQ Manager	Contact Details
Selwyn Kok	031 705 4986	Delmi Oosthuizen	0714828974

<b>Classification</b>	Near miss	<input type="checkbox"/>	First Aid	<input type="checkbox"/>	Medical treatment	<input type="checkbox"/>	Hospitalization	<input type="checkbox"/>
	Environmental incident	<input type="checkbox"/>	Stock damage	<input checked="" type="checkbox"/>	Truck accident	<input type="checkbox"/>	LMV Accident	<input type="checkbox"/>
	Property Damage	<input type="checkbox"/>	Forklift Accident	<input type="checkbox"/>	Quality	<input type="checkbox"/>	Security Incident (specify)	<input type="checkbox"/>

<b>Incident description</b>	<b>Stock leaking</b>
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<b>Detailed Event Description</b>
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WHEN, WHAT, WHERE AND HOW

On the 29<sup>th</sup> of January 2025 at approximately 19:15, whilst Liquor Runners employee Mpumelelo Ndlovu was picking Dannic stock, 01 x bottle of Singleton 12 year fell out from the sleeve and broke.

<b>Immediate Action Taken</b>
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Report on WhatsApp group

Stock isolated

<b>Additional information to be included into report</b>
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Truck / Vehicle accidents	Driver statement		3 <sup>rd</sup> Party statement (if appl)		Video footage available
	Case number		Drawing of accident scene		Photos of accident scene
	Driver's PDP				
FLT accident	Breathalyzer test done		FLT driver license		Video footage available
Injury	Training records		Induction		Video footage available

<b>Event Causes (Root Cause/as per 5WHY assessment)</b>
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<b>Negligence</b>
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Why 1:	Negligence
Why 2:	Improper stock handling

Why 3:			
Why 4:			
Why 5:			
ROOT CAUSE	Negligence		
<b>Event Corrective Actions/Preventative actions as per 5 WHY assessment</b>		Date:	Responsibility
An AOD to be raised		29.01.2025	Thobani Mkhize
Stock isolated		29.01.2025	Inventory
<b>Corrective Actions Verified, Approved and implementation ensured by</b>			
Name and Surname	Signature	Date	Position
Deon Padayachee		29.01.2025	Risk Manager
<b>Incident status</b>			
OPEN	<input checked="" type="checkbox"/>	CLOSED	

<b>Investigation Team</b>	
Name and Surname	Title

**ANNEXURE**

Statement ADD statement here	Licenses Add license here
Photo	Other



# ACCIDENT- INCIDENT INVESTIGATION FORM

HSE-INC-04



Other



Other

REVISION NO: 05  
DATE: 14/11/2024

LIQUOR RUNNERS

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