

The duty to report: reporting process

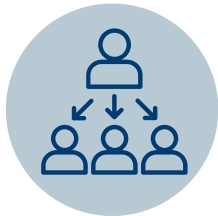
The [Guideline on the Duty to Report](#) is a resource intended to help engineers better understand their legal, ethical, and professional obligations to report unsafe, illegal, or unethical conduct. The guideline covers: The role of regulators and registrants, when to report, how to report, and potential consequences and challenges. This quick guide covers key elements of the reporting process.



BEFORE REPORTING

It may be appropriate for engineers to first raise their concerns directly with the other engineer (or other person) engaged in conduct that is considered to pose a risk to the public.

Section
6.1



REPORTING AUTHORITY

Who you report to will depend on:

1. who has engaged in conduct posing a risk to the public;
2. the specific facts and the risk(s) posed to the public and;
3. governing legislation in the jurisdiction where the conduct occurred.

Section
6.3



WHAT TO INCLUDE

A regulatory report should include:

- a summary of the facts that demonstrate a risk to the public;
- information about any other concurrent reports made;
- contact information of individuals who could provide more information; and
- copies of evidence supporting the allegation.

Section
6.4



TIMING

Regulatory reports will be most effective when they are made promptly. This places regulators and other regulatory authorities in the best position to mitigate potential risks to the public.

Section
6.5



POSSIBLE OUTCOMES

After receiving a report, the regulator determines what further actions are necessary. Likely, this will include an investigation into the registrant's alleged misconduct. Possible outcomes include disciplinary proceedings, enforcement actions and more.

Section
6.6