

## Form for the sending of alerts

### 1) Step by step checklist for the sending of alerts / to ascertain whether the criteria for sending an alert are fulfilled in the case at hand

**Step 1:** Is the serious potential danger related to a service activity / to the conduct of a service provider?

*Please refer to the Alert Guidelines for further information (available on IMI website).*

Yes, the serious potential danger is related to a service activity / to the conduct of a service provider.

**→ go to step two**

No, the serious potential danger is not related to a service activity / to the conduct of a service provider

**→ do not send the alert**

**Step 2:** Is the service activity covered by the Services Directive?

*If you are not sure whether the activity is covered by the Services Directive, please refer to the Services Handbook for more information (available on IMI website).*

Yes

**→ go to step three**

No

**→ do not send the alert**

**Step 3:** Is there a danger of serious damage to the health or safety of persons or to the environment?

When assessing this, take into account in particular the gravity and scope of the potential damages. When the gravity of the potential damages is particularly high or the scope is particularly large, the sending of the alert may be required even when the probability of damage occurring is low.

*Please refer to the Alert Guidelines for further information (available on IMI website).*

Yes, the conduct, specific acts or circumstances relating to the service activity can cause serious damage to the health or safety of persons or the environment

**→ go to step four**

No, there is no sufficient danger of serious damage

**→ do not send the alert**

**Step 4:** Is there a causal link between the services-related situation and the potential serious damage?

*Please refer to the Alert Guidelines for further information (available on IMI website).*

Yes, there is a causal link. The potential damage would be caused essentially because of the conduct, specific acts or circumstances in the case at hand

**→ go to step five**

No, a direct causal link between the conduct, specific acts or circumstances at stake and the potential serious damage could not be established

**→ do not send the alert**

**Step 5:** Is there an actual/concrete risk of serious damage? When assessing this, take into account in particular the following elements:

- Does the risk of serious damage still exist or is it likely to occur in the near future? *(if no, do not send the alert)*
- Have measures been taken to eliminate or reduce the risk? *(if taken measures have eliminated the risk/ if the remaining risk is insignificant, do not send an alert)*
- What is the average type of recipient of the service? *(when the service concerns persons who have more difficulties to identify the risk or take precautions, the risk of damage occurring is generally higher)*

*Please refer to the Alert Guidelines for further information (available on IMI website).*

Yes, there an actual risk of serious damage.

**→ go to step six**

No, the risk does not persist/ is not likely to reoccur in the near future.

**→ do not send the alert**

**Step 6:** Is there a risk that the damage occurs in other Member States? When assessing this, take into account in particular the following elements:

- Is the provider providing services in other Member States?
- Is the provider established in a border region?
- Is the type of service likely to be provided across borders?

*Please refer to the Alert Guidelines for further information (available on IMI website).*

Yes, there is a cross-border effect. → **send the alert / proceed to parts two to four of this form**

No, there is no cross-border effect. → **do not send the alert**

## **2) General information on the service provider**

### **a. Type of service provider (\*indicates mandatory data)**

- A. Company/partnership
- B. Individual service provider
- C. Unknown

### **b. Service provider details**

Full name of the company/partnership (\* if type A or C above):

[free text]

First name of the service provider / representative (\* if type B above):

[free text]

Surname of the service provider / representative(\* if type B above) ):

[free text]:

Date of birth of the service provider / representative:

[free text]

Place of birth of the service provider / representative:

[free text]

Alternative Trading name (as many as are known):

[free text]

Legal form of the service provider (if type A above):

[refer to list of legal forms (available on IMI website)]

### **c. Member State of establishment (\*)**

Please indicate the Member State of Establishment of the service provider

The Member State of Establishment is:

[enter name of Member State of the EEA]

The Member State of Establishment is unknown

### **d. Type of service activity (\*)**

Please indicate the service activity(s) exercised by the service provider

[please select from the *List of Service Activities (available on IMI website)*]

If necessary, provide additional information:

[free text]

**e. Registration Number**

Tax identification number:

[free text]

Commercial/company register:

[free text]

Professional registration number:

[free text]

Other registration number:

[free text]

Additional information about the registration number (e.g. the exact type):

[free text]

**f. Service provider contact details**

E-mail address of the service provider:

[free text]

Telephone number of the service provider:

[free text]

**g. Address of the service provider**

Please indicate the address type provided

Office address

Correspondence address

Country: [free text]

State/Region: [free text]

Area/County: [free text]

Town: [free text]

Postcode: [free text]

Street and number: [free text]

Additional information (alternative address, contact details) should be provided:

[free text]

### **3) Detailed description of the case (\* indicates mandatory data)**

#### **a. Service activity(s) concerned by this alert:**

Please indicate the service activity(s) concerned by this alert:

[please select from the *List of Service Activities (available on IMI website)*]

->If necessary, provide additional information:

[free text]

If the alert is related to the use of products/equipment in the context of a service provision, please select the type(s) of product/equipment to which the risk is directly linked:

[please select from the *List of machine/equipment types (available on IMI website)*]

->If necessary, provide additional information (*make, type, serial number, etc.*):

[free text]

#### **b. Type of potential damage that has been/can be caused by the service provider (\*)**

Serious damage to the health or safety of persons.

Serious damage to the environment.

If necessary, provide additional information:

[free text]

#### **c. Has damage already been caused in your Member State? (\*)**

Yes.

No. There is a serious danger of the damage occurring and we have the following indications.

Please provide a detailed description of the case (*conduct of the provider, gravity and scope of potential damage, explain why the risk actually exists, etc.*):

[free text]

#### **d. Do you have indications that the service provider also provides services in another Member State / in other Member States? \***

Yes. [enter name of Member State(s) of the EEA].

No

If necessary, provide additional information:

[free text]

**e. Have your competent authorities taken measures against the service provider (to prevent the risk persisting/the damage occurring)?**

Yes.

No, but we are considering taking measures.

No, we do not consider taking measures at this stage.

Please explain:

[free text]

**f. Supporting documents** (*please include any document or picture that can help understanding the case at hand*):

Please provide further information:

[free text]

**g. Additional information you want to provide on the case:**

Please provide additional information:

[free text]

**h. Member States who should receive this alert**

[enter name of Member State(s) of the EEA to whom this alert should be sent].

**i. Authorities who should receive this alert**

The alert will be sent to the Incoming Alert Postboxes of the selected recipient Member States who will then forward the alerts to the relevant authorities in their Member State. If you wish to indicate one or more specific recipient authorities that, in your view, the alert would need to be forwarded to, please specify them here. This may include authorities in your own Member State

Please specify [free text]