

Equipment Malfunction Incident Report

Reporter Information

Name

Department

Date of Report

Contact Information

Equipment Details

Equipment Name

Model / Serial Number

Location of Equipment

Equipment Owner/Responsible Person

Incident Details

Date & Time of Malfunction

Description of Malfunction

Impact/Effect of Malfunction

Immediate Actions Taken

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Follow-Up

Repairs Needed / Recommendations

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Supervisor/Manager Notified

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Additional Comments

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