

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

Follow-Up

Repairs Needed / Recommendations

Supervisor/Manager Notified

Additional Comments