

Incident Investigation Report

General Information

Report Number

Date of Report

Store Name/Location

Reported By

Incident Details

Date & Time of Incident

Location of Incident (in-store area)

Type of Incident

Persons Involved (staff/customers/others)

Contact Details (if applicable)

Description of Incident

Describe what happened...

Immediate Action Taken

Describe action(s) taken immediately after the incident...

Investigation & Findings

Summarize investigation steps and findings...

Root Cause Analysis

Root cause of the incident...

Corrective Actions/Recommendations

List recommendations or corrective measures...

Attachments / Evidence (describe, e.g. CCTV, photos, witness statement)

List any included evidence or attachments...

Reviewed By

Name

Signature

Date of Review