

Equipment Malfunction Incident Report

Date of Report:

Report Number:

Equipment Name/ID:

Location:

Reported By:

Department:

Incident Details

Date & Time of Incident:

Description of Incident:

Was there production impact?

Was anyone injured?

Actions Taken

Immediate Actions:

Root Cause Analysis:

Corrective/Preventive Actions:

Reported By & Date

Supervisor/Manager & Date