

# Equipment Malfunction Incident Report

## General Information

Date of Incident

Time of Incident

Location of Incident

## Reporting Person

Full Name

Contact Information

## Equipment Information

Equipment Name

Model / Serial No.

Owner / Department

## Incident Description

Describe What Happened

Describe the Damage (if any)

Immediate Actions Taken

**Additional Information**

Witnesses (if any)

Remarks / Follow-up Required