

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

--