

Elevator Malfunction Accident Report

General Information

Date of Incident

Time of Incident

Location (Building/Floor)

e.g. Main Tower, 3rd Floor

Reported By (Name & Position)

Elevator Details

Elevator ID/Number

Manufacturer

Date of Last Inspection

Incident Description

Describe the incident in detail

Include events leading up to the malfunction, what occurred, and immediate actions taken.

Persons Involved

List names, roles, and contact information of affected individuals

Injuries & Medical Attention

Were there any injuries? If yes, describe the nature and indicate medical assistance provided.

Witnesses

List name(s) and contact information of witness(es), if any

Immediate Corrective Actions

Actions taken immediately after the incident

Follow-up & Investigation

Details of follow-up actions or investigation planned/performed

Report Prepared By

Name

Position

Signature

(Sign after printing)

Date