

Food Safety Incident Report

Hotel Restaurant

1. Incident Details

Date of Incident

Time of Incident

Location (Restaurant Name/Area)

Report Prepared By

Contact Number

Email

2. Description of Incident

Type of Incident

Describe the Incident

Describe what happened in detail...

3. Affected Person(s)

Name(s) of Guest(s)/Staff Involved

Symptoms Experienced / Injuries

4. Food Details

Food or Beverage Involved (Name & Description)

Batch/Lot Number (if applicable)

Supplier (if applicable)

5. Action Taken

Immediate Action Taken

Authorities/Management Notified?

Other Actions

6. Investigation & Follow-up

Investigation Notes

Follow-up Action/Recommendations

7. Sign-off

Prepared By

Approved By (Manager)

Date

Approval Date