

Elevator Fault Incident Report

Incident Details

Date

Time

Location (Building/Floor)

Elevator ID/Number

Reported By

Name

Contact Information

Fault Description

Describe the fault/incident

Type of Fault

Injuries Reported?

Number of People Affected

Action Taken

Describe immediate actions taken

Was a technician called?

Time of Technician Arrival

Follow Up / Remarks

Additional Comments / Recommendations

