

# 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

Select

Injuries Reported?

Select

Number of People Affected

## Action Taken

Describe immediate actions taken

Was a technician called?

Select

Time of Technician Arrival

## Follow Up / Remarks

Additional Comments / Recommendations

