

# Incident Investigation Report

## Incident Information

Report Number

Date Reported

Incident Date

Incident Time

Location

## People Involved

Name(s)

Role(s)

Contact Info

## Incident Description

Describe the incident (what happened, how, why, immediate actions taken)

## Root Cause Analysis

Identify root cause(s) and contributing factors

## Corrective & Preventive Actions

Actions taken or planned to prevent recurrence

## Investigator's Details

Investigator Name

Date

Reviewed/Approved By

Review Date