

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