

# Equipment Malfunction Incident Report

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Date of Report

Reported By (Name & Position)

Department

Location of Incident

## Equipment Details

Equipment Name/Type

Asset/Serial Number

Owner/Responsible Person

## Incident Description

Date and Time of Incident

Describe the Malfunction and Circumstances

Immediate Actions Taken

# Impact Assessment

Describe Impacts (Safety, Operations, Downtime, etc.)

Personnel Involved/Injured (if any)

Witnesses

## Follow-up Actions

Corrective/Preventive Actions Recommended

Person(s) Responsible for Follow-up

Target Completion Date

## Sign-Off

Signature

Date

## Important Notes:

- Ensure all sections are completed accurately and promptly after the incident.
- Attach photos, logs, or supporting documents if available.
- This report should be kept confidential and shared only with authorized personnel.
- Use this report to help prevent future incidents through corrective action.
- Review and update follow-up actions as necessary until resolved.