

Introduction

Report Title:

[Accident Investigation Report: *Title/Summary of Incident*]

Prepared By:

[Name, Position, Department]

Date of Report:

[DD/MM/YYYY]

Accident Date & Time:

[DD/MM/YYYY, HH:MM]

Location of Accident:

[Specific Location Where Accident Occurred]

Brief Description:

[A brief overview of the accident. Provide initial details such as what happened, key personnel involved, and immediate impact.]

Purpose of Report:

[State the purpose of this investigation and why this report is being prepared. Example: To document the facts, causes, and recommendations for corrective actions.]

- This document is confidential and intended solely for authorized personnel.
- Ensure information provided is factual, accurate, and objective.
- Do not assign blame; focus on facts and contributing factors.
- Recommendations should be practical and aimed at preventing future incidents.
- Review and follow relevant company and legal requirements when completing this report.