

Statement of Facts

Date: _____

Reference No: _____

Parties Involved

Name: _____

Position/Title: _____

Organization/Company: _____

Statement of Facts

1. The facts documented herein reflect the account of events as observed and/or reported.
2. On _____, at approximately _____, the following incident occurred:

3. The actions taken immediately after the event were:

4. Other individuals involved or present at the time include:

5. Supporting evidence or documentation (if any):

Prepared by:

Name:

Date:

Reviewed and Approved by:

Name:

Date:

Important Notes

- The statement should be factual, concise, and objective.
- Do not include opinions or assumptions—state only what can be confirmed.
- All involved parties should review for accuracy before finalizing.
- Retain this document for record-keeping and possible future reference.
- Attach any supporting documents or evidence where applicable.