

# 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:

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Name:

Date:

Reviewed and Approved by:

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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.