

Incident Closure and Follow-up Review Form

Incident ID

Reported By

Date Reported

Incident Summary

Immediate Action Taken

Root Cause Analysis

Corrective and Preventive Actions

Closure Date

Follow-up Review Date

Effectiveness of Corrective Actions (Follow-up Review)

Review Participants

Name	Role	Signature	Date

Additional Comments

Important Notes

- All sections of this form should be completed before closure of any incident.
- Root cause analysis and corrective actions must be thoroughly documented.
- Follow-up review ensures long-term effectiveness of implemented actions.
- Signatures from all participants confirm collective agreement on incident closure.
- This document should be securely stored and retained as per organizational policy.