

Incident Reporting Format for Regulatory Compliance

1. Basic Information

Report Reference Number:

Date of Report:

Name/Position of Reporter:

Department/Unit:

2. Incident Details

Date and Time of Incident:

Location of Incident:

Type of Incident:

â– Safety â– Security â– Environmental â– Regulatory â– Other: _____

Description of Incident:

3. Persons Involved

Name	Position/Role	Contact	Involvement
_____	_____	_____	_____
_____	_____	_____	_____

4. Immediate Actions Taken

5. Root Cause Analysis (if applicable)

6. Corrective/Preventive Measures

7. Reporting to Authorities

Has the incident been reported to external regulatory body?

☐ Yes ☐ No

If Yes, name of Authority:

Date of Notification:

Reference Number (if provided):

8. Reviewer/Approver

Name & Signature:

Date:

Important Notes:

- Ensure all details are accurate, factual, and legible.
- Submit the report promptly according to regulatory timelines.
- Sensitive information must be handled confidentially.
- Keep copies of all submitted reports for future reference.
- Follow up on corrective actions and document outcomes.