



Incident Report Template for ISO 41001:2018 Facility Management System

1. Incident Information

- **Incident ID:** [Insert Unique Incident ID]
- **Date of Incident:** [DD/MM/YYYY]
- **Time of Incident:** [HH
]
- **Location:** [Specify the exact location within the facility]

2. Reporting Information

- **Reported By:**
 - Name: [Full Name]
 - Position: [Job Title]
 - Contact Information: [Email/Phone]
- **Reported To:**
 - Name: [Full Name]
 - Position: [Job Title]
 - Contact Information: [Email/Phone]

3. Incident Description

- **Type of Incident:** [Select: Accident, Near Miss, Equipment Failure, Security Breach, Other]
- **Detailed Description of Incident:**
 - [Provide a comprehensive description of the incident. Include what happened, how it happened, and any relevant background information.]

4. Immediate Actions Taken

- **Actions Taken to Address the Incident:**
 - [Describe the immediate actions taken to control or mitigate the incident.]
- **Individuals Involved in Immediate Actions:**



- [List the names and roles of individuals involved in the immediate response.]

5. Impact and Consequences

- **Impact on Operations:**
 - [Detail any operational disruptions caused by the incident.]
- **Injuries or Damage:**
 - [Report any injuries sustained and describe any damage to equipment or facilities.]
- **Affected Parties:**
 - [List any employees, contractors, or visitors affected by the incident.]

6. Root Cause Analysis

- **Preliminary Cause:**
 - [Identify the preliminary cause(s) of the incident.]
- **Contributing Factors:**
 - [List any contributing factors that may have led to the incident.]
- **Investigation Required:**
 - [Yes/No]

7. Corrective and Preventive Actions

- **Immediate Corrective Actions:**
 - [List the corrective actions taken immediately following the incident.]
- **Preventive Actions Planned:**
 - [Describe the long-term actions planned to prevent recurrence of similar incidents.]
- **Responsible Person(s):**
 - [Assign responsibility for implementing corrective and preventive actions.]

8. Follow-Up and Review

- **Follow-Up Actions:**
 - [Detail any follow-up actions required to ensure corrective and preventive measures are effective.]
- **Review Date:** [DD/MM/YYYY]



- **Reviewed By:**
 - Name: [Full Name]
 - Position: [Job Title]
 - Signature: _____

9. Documentation and References

- **Related Documents:** [List any related documents or reference materials used in the incident analysis.]
 - **Attachments:** [Include any attachments such as photographs, diagrams, or additional reports.]
-

Signatures

- **Prepared By:**
 - Name: [Full Name]
 - Position: [Job Title]
 - Date: [DD/MM/YYYY]
 - Signature: _____
 - **Approved By:**
 - Name: [Full Name]
 - Position: [Job Title]
 - Date: [DD/MM/YYYY]
 - Signature: _____
-

Notes:

1. This template should be used to report all incidents as per the ISO 41001:2018 standards.
 2. Ensure all sections are completed accurately and promptly.
 3. Retain this report as part of the facility management system documentation.
-



This template can be provided as a downloadable file in formats such as Word (.docx) or PDF for ease of use and integration into existing document management systems. If you need this template in a specific format, please let me know!