Security Incident Report

Use one form per incident. Record local time with the time zone. Mark unknown details rather than guessing.

Report details

Report number

Incident type

Site and exact area

Reporting officer and shift

Incident or discovery date, time and zone

Report filed date, time and zone

Observation and evidence

Chronological account (what you saw and what others reported)

People involved and witnesses

Evidence IDs and storage location

Immediate response

Action taken (include times)

Who was notified and when

Status at handover and outstanding work

Follow up and closure

Follow-up owner and due date

Corrective action and outcome

Verification, reviewer and date

Officer and supervisor sign-off, if required