INCIDENT REPORTING ESSENTIALS CHECKLIST

Stay compliance-ready and audit-proof. In manufacturing environments, incomplete incident reports create OSHA risks, compliance gaps, and audit issues. Use this checklist to ensure every report meets professional standards.

Basic Facts

- ☐ Date, time, and location of incident
- ☐ Facility zone (loading dock, production line, etc.)
- ☐ Names/IDs of all personnel involved
- ☐ Accurate incident type classification

Objective Narrative

- ☐ Clear, neutral, professional language
- ☐ No speculation, blame, or subjective phrasing

Sequence of Events

- ☐ Clear timeline from observation to resolution
- ☐ Audit-ready chronological entries

Action Taken

- ☐ Steps documented (supervisor alerts,equipment securing, emergency notifications)

Outcome/Resolution

- ☐ Resolution status (resolved, escalated, or ongoing)

Supporting Evidence

- ☐ Photos of damaged equipment/hazards
- ☐ CCTV snapshots or logs
- ☐ Witness statements or safety logs

Compliance Checkpoints

- ☐ OSHA, ISO, or C-TPAT protocol alignment
- ☐ Company-specific audit requirements met

Professional Standards

- ☐ Polished and easy to understand
- ☐ Error-free and consistent formatting

Optimize Your Security Operations

Traditional reporting requires extensive training and constant reviews. Trackforce's industry-leading security workforce management platform helps your team create professional, compliant incident reports.

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