

SOP Template: Incident Documentation and Preliminary Log Entry

This SOP details the process for **incident documentation and preliminary log entry**, emphasizing accurate and timely recording of incidents, including initial observations, actions taken, and involved parties. The procedure ensures comprehensive and standardized documentation to support incident investigation, compliance, and future preventive measures within the organization.

1. Purpose

To standardize the documentation and logging of incidents, ensuring accuracy, timeliness, and consistency across the organization.

2. Scope

This procedure applies to all personnel who are responsible for reporting, documenting, and logging incidents within the organization.

3. Responsibilities

- **Incident Observer/Reporter:** Record and report the incident using the approved documentation template or system.
- **Supervisor/Manager:** Review and validate the incident documentation and ensure preliminary log entry is completed.
- **Incident Response/Investigation Team:** Use documentation as the basis for investigation and follow-up.

4. Procedure

1. **Initial Observation & Response**
 - Upon discovery of an incident, immediately ensure safety and begin initial containment, if applicable.
 - Notify appropriate personnel and begin documentation.
2. **Incident Documentation**
 - Complete the Incident Report Form (see template below) with the following details:
 - Date and time of incident
 - Location
 - Individuals involved and witnesses
 - Detailed description of the incident (include what was observed, sequence of events, and environmental conditions)
 - Immediate actions taken
 - Any equipment, processes, or documentation related to the incident
3. **Preliminary Log Entry**
 - Enter key details of the incident into the designated Incident Log System immediately after documentation is completed.
 - Ensure the log entry includes a reference number or unique identifier, summary, and time of entry.
4. **Notification and Escalation**
 - Notify supervisor/manager and additional stakeholders as per organizational protocols.
5. **Documentation Storage**
 - Store all documentary evidence and logs in a secure, accessible location per company policy for future investigation and audit purposes.

5. Incident Report Form Template

Field	Details
Incident ID	[Unique Identifier]
Date & Time	[YYYY-MM-DD HH:MM]
Reported By	[Full Name, Position]
Location	[Area/Department]

Observed By	[Name(s)]
Involved Parties	[Names, Roles]
Description of Incident	[Detailed narrative of what occurred]
Immediate Actions Taken	[Description of actions, who performed them]
Supporting Evidence	[Photos, documents, equipment IDs]
Supervisor Notified	[Name, Date/Time]
Reference Number/Log Entry	[System-generated or manual entry]
Additional Notes	[Any additional relevant information]

6. Records Management

- All incident documentation and logs must be retained in accordance with organizational retention policies and regulatory requirements.
- Ensure restricted access to incident records to maintain confidentiality and integrity.

7. References & Related Documents

- Incident Management Policy
- Regulatory Compliance Guidelines
- Investigation SOP
- Record Retention Policy