

SOP: Completion and Submission of Standard Incident Report Form

This SOP details the process for the **completion and submission of the standard incident report form**, emphasizing accurate and timely documentation of incidents, clear identification of involved parties, thorough description of the event, and adherence to reporting protocols. The objective is to ensure consistent recording and prompt communication of incidents to relevant authorities for effective follow-up and preventive action.

1. Purpose

To define the steps for accurate, consistent, and timely completion and submission of the standard incident report form to ensure proper record-keeping, enable follow-up, and facilitate preventive measures.

2. Scope

This SOP applies to all staff responsible for documenting and reporting incidents in the organization, regardless of department or incident type.

3. Responsibilities

- **Reporter:** Completes incident report form promptly with all required details.
- **Supervisor/Manager:** Reviews incident reports for completeness and accuracy; submits to authorities as appropriate.
- **Records/Compliance Officer:** Ensures proper filing and storage of incident reports.

4. Procedure

1. **Immediate Action:** Ensure any immediate danger is mitigated and affected individuals receive assistance.
2. **Obtain Incident Report Form:** Access the standard incident report form (paper or digital version).
3. **Complete the Form:**
 - Date and time of incident
 - Location of incident
 - Names of all involved parties and witnesses
 - Detailed description of the incident (facts only; avoid opinions)
 - Actions taken at the scene
 - Reporter's name, position, and contact information
4. **Attach Supporting Evidence:** Include photos, statements, or other relevant documentation if available.
5. **Submit the Form:** Forward the completed form and attachments to the designated supervisor/manager within 24 hours of the incident.
6. **Supervisor/Manager Review:**
 - Check for accuracy and completeness
 - Request additional information if necessary
 - Sign and date the form
 - Submit to relevant authorities or records department per protocol
7. **Records Management:** File the finalized report securely and update incident log as required.

5. Incident Report Form Template

Section	Details to Provide
Date/Time of Incident	[Enter date and time]
Location	[Specify exact location]
Persons Involved	[Name(s), contact info, roles]
Description of Incident	[Detailed, factual account]
Witnesses	[Name(s) and contact info]
Actions Taken	[Describe steps taken in response]
Attachments	[Photos, statements, etc.]
Reporter's Name & Position	[Full name, job title]
Reporter's Signature & Date	[Sign and date]
Supervisor Review	[Supervisor name, signature, date, comments]

6. References

- Organizational Policies and Procedures Manual
- Relevant Legal or Regulatory Requirements

7. Revision History

Version	Date	Description	Author
1.0	[YYYY-MM-DD]	Initial SOP issued	[Your Name]