- Clear: Keep the sentences, the paragraphs, and the report short and to the point. Present a clear picture of what happened but don't be too wordy.
- Legible: If the report is handwritten, make sure that it can be easily read by others. If you have poor penmanship, please print the report.
- Complete: Cover off all possible relevant questions (who, what, where, when, why, and how).
- Accurate: All facts in the report must be accurate. Do not assume anything and do not add anything that you do not know happened.
- Proofread: Reread the report to make sure everything is there. Better yet, once you have reread the report, have a co-worker go over the document to make sure that everything makes sense