

Incident Report

Document safety incidents, equipment failures, and site emergencies

Save Draft Submit Report

Critical: Report All Incidents Immediately

All safety incidents, equipment failures, or emergencies must be reported within 2 hours. For critical incidents, notify management immediately by phone before filing this report.

Incident Classification

Incident Type *

Select incident type

Severity Level *

Medium - Moderate impact, requires attention

MEDIUM SEVERITY

Incident Date & Time *

dd-mm-yyyy --::--

Location / Area *

e.g., Block C, Inverter Room, Transformer Yard

Reported By *

Enter reporter name and position

Witness Name(s)

Names of witnesses (if any)

Incident Details

Detailed Description of Incident *

Provide a detailed description of what happened. Include timeline, sequence of events, conditions at the time, etc.

Immediate Action Taken

What actions were taken immediately after the incident?

Root Cause Analysis

What was the root cause of this incident? (To be completed after investigation)

Impact Assessment

Personnel Affected

List any personnel injured or affected (names, injury type, medical attention required)

Equipment Damaged

List equipment/components damaged (with serial numbers if available)

Estimated Downtime

e.g., 4 hours, 2 days

Estimated Financial Impact (₹)

Enter estimated loss/damage cost

Corrective & Preventive Actions

Corrective Actions Taken/Required

What corrective actions have been or will be taken to address this incident?

Preventive Measures for Future

What preventive measures should be implemented to prevent similar incidents in the future?

Evidence & Documentation

Attach photos, videos, and supporting documents



CRITICAL: Attach photos/videos of the incident scene

Images, Videos, PDF, DOC (max 20MB each)

Documentation Requirements

- Take photos from multiple angles showing the incident scene
- Capture damaged equipment with serial numbers visible
- Document safety hazards or violations observed
- Include any relevant logs, meter readings, or SCADA screenshots
- Attach medical reports for injury-related incidents

Report Review & Approval

Report generated: 31/01/2026, 16:50:59

This report will be reviewed by: Site Manager → Safety Officer → O&M Head → Senior Management

For critical incidents, ensure management is notified immediately via phone.