

Incident Reporting Checklist — Preview

ISO • OSHA • Audit-Ready Starter

Purpose

- Speed up reporting, hit review SLAs, and close CAPA with evidence

Report (Log)

- One screen, <15 fields (Who/When/Where/What/Immediate Action)
- Severity dropdown drives notifications (Low/Med/High)
- Quick photo upload; avoid long narratives

Triage (HSE review within 24–48h)

- Classify: injury / property / environmental / near miss
- Assign investigator + due date

Investigate

- Facts only + simple causal factors list
- Evidence pack: photos, statements, permits, training records
- Root cause: human / process / equipment / environment

CAPA

- Action owner + target date + verification method
- Link to risk register / training update if needed
- Escalate overdue >7 days

Close & Learn

- Verify effectiveness after 30 days
- Share a 3-bullet learning summary