Incident register template

REGISTER TEMPLATE

Check this template against your local regulations and your own policies before you use it.

Business _____ Kept by _____ Last reviewed _____

- One row per incident. Handled by: the person responsible for it.
- Status: Reported, Investigating, Action needed or Closed.
- Severity: Minor, Moderate, Serious or Critical.
- In Wikidoc, whoever is in Handled by is reminded on their Home page before Action due (7 days ahead).

Summary	Type	Severity	Date occurred	Location	What happened	Immediate action	Must be reported to a regulator	Handled by