

Cargo Handling Incident Documentation

INCIDENT DETAILS

Date of Incident

Time of Incident

Location

Reported By

CARGO INFORMATION

Cargo Type

Cargo ID / Reference

Quantity Involved

DESCRIPTION OF INCIDENT

Describe What Happened

Immediate Actions Taken

PERSONNEL INVOLVED

Names/Positions

DAMAGE ASSESSMENT

Describe Any Damage

Photos / Evidence Collected

ROOT CAUSE & RECOMMENDATIONS

Root Cause Analysis

Recommendations / Actions to Prevent Recurrence

SUPERVISOR REVIEW

Reviewed By

Date