

Equipment Malfunction Safety Notice Form

This **equipment malfunction safety notice form** sample is designed to document and report any issues with machinery promptly. It helps ensure timely maintenance and prevents potential hazards by recording details clearly. Utilizing this form enhances workplace safety and compliance.

1. General Information

Date of Report:

Reported By (Name/Dept):

2. Equipment Details

Equipment Name/ID:

Location:

Model/Serial Number:

3. Malfunction Details

Date and Time of Malfunction:

Description of Malfunction:

Severity/Priority:

Select

4. Immediate Actions Taken

Actions Taken:

Equipment Status:

Select

5. Supervisor/Manager Notification

Supervisor/Manager Notified:

Date/Time Notified:

6. Additional Comments or Observations

Reporter Signature:

Signature or Name

Date:

Submit Report