

**Property Incident Report**  
*Notify your Area Coach IMMEDIATELY*

Name (First, MI, Last) of Responsible Party		Home Address: _____	
		Home Phone #: _____ Work Phone #: _____	
Date of Birth:	Social Security #:	Driver's License #:	License Plate #:
Date & Time of Incident	FYI Incident? YES or NO	Date Incident Reported	
<b>WITNESSES</b>			
Name: _____ Phone: _____		Name: _____ Phone: _____	
Address: _____		Address: _____	
<p><b>EXPLORE:</b> Describe the incident &amp; state the exact location it occurred at (photo and/or sketch may be necessary) <small>USE EXTRA PAPER IF NEED</small></p> <p>Manager: _____</p> <p>_____</p> <p>_____</p> <p>Customer: _____</p> <p>_____</p> <p>_____</p>			
<p><b>ANALYZE:</b> I inspected the location. <b>Describe conditions and/or actions that led to the incident (HOW it happened)</b></p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>Were safety procedures ignored? <input type="checkbox"/> Yes <input type="checkbox"/> No      Was an employee written up? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If YES, how were safety procedures ignored? _____</p> <p>_____</p> <p>_____</p>			
<p><b>Describe measures that will be taken to lessen the likelihood of this incident reoccurring:</b></p> <p>_____</p> <p>_____</p> <p>_____</p>			
<p>Describe the person's attitude: _____</p> <p>_____</p>			
<p><b>SIGNATURES</b></p> <p>Report Completed By: _____</p>		<p>Report Reviewed By: (RGM) _____ Date _____</p> <p>Report Reviewed By: (RSM) _____ Date _____</p>	