

Incident Report

Reference: BCMS REC 9.1.2

DocumentKits Issue No: 1.0

Organisation Issue No:

DocumentKits Issue Date: 07/04/2020

Organisation Issue Date:

Incident Report

"Nature and cause of the incident: (describe it as fully as possible)"

"Number:"

Incident Response

"Actions taken in response to the incident (describe the overall response to the incident):"

"Recovery action (what was done to return the organisation to full functionality?)"

"Preventive action (where possible, what is being done to prevent the incident from recurring?)"

"Adequacy of responses (describe how effectively the organisation and the BCMS responded to the incident, including effectiveness in meeting recovery time objectives):"

"Estimated cost of incident (include all relevant expenses, such as man-hours lost, etc.):"

"Nonconformities with the business continuity plan (describe any nonconformities identified):"

"Improvements necessary (describe any changes to the organisation's response that would improve the business continuity management arrangements):"

"Report by:"

"Date:"

Document owner and approval

The Management System Owner (MSO) is the owner of this document and is responsible for ensuring that it is reviewed in line with the requirements of the management system.

The current version of this document is available to

"Specify which members of staff this document is intended for"

and is published

"Describe the location(s) - electronic and physical - where this document is available"

Its approval status can be viewed in the [Master List of Document Approval](#).