

Security Incident Report Review and Follow-up Checklist

Use after the initial report to check record quality, evidence, escalation, actions, closure and learning.

Purpose: confirm the report is usable, evidence is referenced, follow-up is owned and the outcome is recorded. This checklist supports internal review; it does not determine whether external legal, regulatory or sector-specific reporting is required.

1. REPORT QUALITY

- ☐ Incident reference, reporter, date/time and location are recorded.
- ☐ Chronology is clear; exact and approximate times are distinguished honestly.
- ☐ Direct observations, information reported by others and evidence-supported facts are distinguishable.
- ☐ Unsupported assumptions about cause, motive or responsibility are removed or identified as assessment.
- ☐ Immediate impact and the response taken at the time are recorded.
- ☐ Important unknowns and unanswered questions remain visible.

2. EVIDENCE AND NOTIFICATIONS

- ☐ Relevant CCTV/VSS, access-control data, photographs, witness accounts, logs or other records are identified.
- ☐ The location/reference for evidence is recorded without unnecessary copying of sensitive material.
- ☐ Any required preservation or retention action has been taken in line with organisational procedure.
- ☐ Internal notifications and escalation are recorded.
- ☐ The need for police, regulator, client, insurer, safeguarding or sector reporting has been considered under the relevant procedure.
- ☐ External reference numbers are recorded where applicable.

3. ACTIONS AND OWNERSHIP

- ☐ Follow-up actions are specific rather than vague recommendations.
- ☐ Each action has a named owner.
- ☐ Target dates are recorded where appropriate.
- ☐ Dependencies, decisions or further checks needed before completion are visible.
- ☐ Completion evidence or the eventual outcome is recorded.
- ☐ Open or overdue actions remain visible until resolved.

4. CLOSURE AND LEARNING

- ☐ Outstanding questions have been reviewed before closure.
- ☐ Similar or repeat incidents have been checked where useful.
- ☐ Lessons that may apply elsewhere have been identified.
- ☐ Any briefing, procedure, training or control changes have an owner where action is required.
- ☐ The final outcome and closure decision are recorded.
- ☐ The report and associated records are retained in line with organisational requirements.

5. FINAL REVIEW

Reviewed by	Role	Date	Result
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