Incident sheet - NUMBER

[Type the document subtitle]

[Pick the date]

Actel- Active Telecommunications



THIS DOCUMENT IS CONFIDENTIAL. IT IS INTENDED ONLY FOR THE INDIVIDUAL OR ENTITY TO WHICH IT IS ADDRESSED. DO NOT COPY, FORWARD, DISSEMINATE OR RELEASE TO THE PUBLIC OR DEFENDANTS THIS DOCUMENT OR ANY ATTACHMENTS WITHOUT OBTAINING PRIOR APPROVAL FROM THE SENDER. IF YOU ARE NOT THE NAMED RECIPIENT OR HAVE RECEIVED THIS DOCUMENT OR COMMUNICATION IN ERROR, PLEASE NOTIFY THE SENDER IMMEDIATELY BY

Table of Contents

[Starting date and hour 3](#_Toc280792590)

[What was happening? 3](#_Toc280792591)

[What are the affected services in your opinion? 3](#_Toc280792592)

[Who are the affected clients in your opinion? 3](#_Toc280792593)

[How did you know about the problem? 3](#_Toc280792594)

[Did you contact an Engineer? 3](#_Toc280792595)

[Who was it? 3](#_Toc280792596)

[When? (Date and time) 3](#_Toc280792597)

[How? (Phone, email …etc) 3](#_Toc280792598)

[How was it solved? 4](#_Toc280792599)

[Solution date and time 4](#_Toc280792600)

[Anything else to add? 4](#_Toc280792601)

# Starting date and hour

# What was happening?

# What are the affected services in your opinion?

# Who are the affected clients in your opinion?

# How did you know about the problem?

# Did you contact an Engineer?

## Who was it?

## When? (Date and time)

## How? (Phone, email …etc)

# How was it solved?

# Solution date and time

# Anything else to add?