NEAR MISS INCIDENT REPORT

The template below is a recommended template for FIs in preparing the Near-miss IT incident report to AMBD. The FIs' may design their own format or use their existing helpdesk system format as long as the information in the template below are included.

High volume and repeated near-miss incident such as network intrusions attempts or failed user logons should be analysed then compiled and submitted in summary form based on the common patterns of the attempts. At a minimum, the following information should be assessed:

a. Details of the common trends/patterns of the incident attempt;
b. At least ten IP addresses/usernames/hostnames/machine IDs of the origination;
c. Location or country of the origination;
d. Number of attempts of each origination; and
e. System/machine/username targeted on the attempt.

(FI's Name)

Near-Miss IT Incident Report Form

(Month)(Year)

FI's Reference No:

Date:

No.	Details of Incident	Date	Type	Categories	Root-Cause	Status
1	*e.g. Website inaccessible for 30 minutes*	*Date of incident detected*	*Hardware/Software/ Network/End-User/ Infrastructure/ Cybersecurity*	*Minor/Moderate*	*e.g. Web server's performance affected due to recent updates*	*e.g. Resolved by restarting the server*
2						
3						
4						
5						
6						
7						

Remarks: