

Annexure VI – AI Incident Reporting Form (Indicative Sample)

1. General Information

Date and Time of Incident	
Date and Time of Detection	
Submitting Officer and Contact Details	
Incident Reference ID	

2. Incident Summary

Use Case Involved	<input type="checkbox"/> Credit Decisioning <input type="checkbox"/> Fraud <input type="checkbox"/> Customer Support <input type="checkbox"/> Marketing <input type="checkbox"/> Others: _____
Model Used	<i>e.g, GPT, Llama, or any other internal / proprietary model, LLM/SLM etc.</i>
Is Third-Party Vendor Involved?	<input type="checkbox"/> Yes <input type="checkbox"/> No <i>(If Yes, provide details of vendor)</i>
Brief Description of Incident	<i>(What was the model expected to do? What happened instead? How was it detected?)</i>
Affected Stakeholders	<input type="checkbox"/> Internal <input type="checkbox"/> External <input type="checkbox"/> Both
Estimated Impact	<input type="checkbox"/> Low <input type="checkbox"/> Moderate <input type="checkbox"/> High

3. Additional information

Preliminary Root Cause	<i>Briefly describe suspected cause. Attach detailed report if available</i>
Immediate Response Actions taken	<i>Describe immediate response: model disabled, alerts raised, affected users notified, etc.</i>
Current Status Update	<input type="checkbox"/> Ongoing <input type="checkbox"/> Resolved