

# Loss Categorization Report

Report Date: \_\_\_\_\_  
Prepared By: \_\_\_\_\_  
Department/Unit: \_\_\_\_\_  
Reference No.: \_\_\_\_\_

## 1. Incident Summary

Date of Loss: \_\_\_\_\_  
Location: \_\_\_\_\_  
Description of Incident:  
\_\_\_\_\_  
\_\_\_\_\_

## 2. Loss Details & Categorization

Type of Loss	Description	Estimated Value	Root Cause
Example: Operational			
Example: Financial			
Example: Security			

## 3. Category Classification

Primary Category: \_\_\_\_\_  
Sub-Category: \_\_\_\_\_  
Secondary Factors: \_\_\_\_\_

## 4. Follow-up/Corrective Actions

### Important Notes

- This report assists in identifying loss sources and developing effective mitigation strategies.
- All loss categories should be chosen based on actual observation and available evidence.
- Ensure all sections are completed for accurate record keeping and future analysis.
- Sensitive information should remain confidential as per organizational policies.
- Timely reporting supports prompt corrective action and reduces recurrence.