

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.