

Loss Timeline Report

1. General Information

Report No.	LTR-2024-001
Date Generated	2024-06-28
Prepared By	Jane Doe
Location	Main Warehouse

2. Loss Description

On 24th June 2024, a loss event was reported involving unauthorized access to the primary storage area, resulting in the loss of electronic equipment valued at approximately \$12,500.

3. Timeline of Events

Date & Time	Event Description	Person Responsible / Witness
2024-06-24 08:30	Warehouse discovered unlocked	John Smith (Security)
2024-06-24 09:00	Physical inventory check performed	Alice Lee (Supervisor)
2024-06-24 09:25	Missing items identified	Alice Lee
2024-06-24 10:45	CCTV footage reviewed	Security Team
2024-06-25 11:00	Incident reported to management	Jane Doe
2024-06-26 14:30	Report submitted to authorities	John Smith

4. Loss Assessment

Item	Quantity	Estimated Value
Laptop	5	\$5,000
Tablet	8	\$4,000
Projector	2	\$3,500
Total Estimated Loss		\$12,500

5. Action Taken

- Immediate review of security protocols.
- Permanent lock replacement for affected area.
- Staff interviewed and incident documented.
- Report submitted to local authorities for investigation.

Important Notes:

- This report is for internal documentation and should be kept confidential.
- All information must be as accurate and detailed as possible.
- Updates or amendments require authorization from management.
- Ensure timely submission to relevant departments or authorities if required.

