

Checklist-Based Loss Incident Report

Date of Report

Reported By

Full Name

Date & Time of Incident

YYYY-MM-DD HH:MM

Location of Incident

e.g. Warehouse 3, Section B

Type of Loss

e.g. Theft, Damage, Misplacement

Checklist for Loss Incident

- Was the loss immediately reported to the supervisor?
- Was the affected area secured after the incident?
- Were photographs taken of the scene?
- Has relevant documentation (logs, receipts) been collected?
- Was a preliminary investigation conducted?
- Was law enforcement contacted (if applicable)?

Brief Description of Incident

Summarize the events, observations, and any action taken.

Witnesses (Names & Contact)

e.g. John Doe, 555-XXXX; Jane Smith, 555-YYYY

Estimated Value of Loss (if applicable)

e.g. \$2,000

Recommended Preventive Actions

List measures to prevent recurrence.

Important Notes

- This form ensures key actions and documentation requirements are not overlooked during incident reporting.
- Timely completion of the checklist helps maintain accuracy and reliability of information.
- Attach supporting documents, photos, and statements when submitting the report.
- The checklist does not replace thorough investigation; additional follow-up may be necessary.