

# Confidential Loss Incident Report

Report Date: \_\_\_\_\_

Report Number: \_\_\_\_\_

Reported By: \_\_\_\_\_

Department: \_\_\_\_\_

## 1. Incident Details

Date & Time of Incident: \_\_\_\_\_

Location of Incident: \_\_\_\_\_

Type of Loss (e.g., Data, Asset, Financial): \_\_\_\_\_

Persons Involved: \_\_\_\_\_

Immediate Supervisor Notified: \_\_\_\_\_

## 2. Description of Incident

Provide a concise summary of the loss incident, circumstances, actions taken, and current status.

## 3. Items/Assets/Data Lost

List all affected items, assets, or data with estimated value or importance.

## 4. Immediate Actions Taken

Describe all immediate response actions taken after discovery.

## 5. Investigation Summary

Summarize investigation steps, findings, and any identified causes.

## 6. Preventive Measures Proposed

Recommend further action or controls to prevent recurrence.

## 7. Authorization

Prepared By: \_\_\_\_\_

Designation: \_\_\_\_\_

Date: \_\_\_\_\_

Reviewed/Approved By: \_\_\_\_\_

Designation: \_\_\_\_\_

Date: \_\_\_\_\_

## Important Notes

- This document is confidential and must be handled according to company privacy protocols.
- Access is strictly limited to authorized personnel only.
- Do not distribute copies without appropriate clearance.
- Provide accurate, complete, and objective information.
- Report incidents promptly to ensure timely response and remediation.