

Loss Incident Report

1. Report Details

Report ID:

Date of Report:

Prepared By:

2. Incident Summary

Date & Time of Incident:

Location:

Incident Type:

3. Description of Loss

Details of Loss:

Describe what happened, how the loss occurred, and any immediate actions taken

Estimated Loss Value:

4. Parties Involved

Persons Involved:

Witnesses:

5. Evidence and Documentation

Supporting Documents:

Other Relevant Info:

Any additional details or observations

6. Action Taken

Immediate Measures:

Describe corrective/mitigation actions

Reported To:

7. Final Remarks & Recommendations

Conclusions, suggestions to prevent future incidents

Important Notes

- Provide clear, factual, and concise information in every section.
- Attach all available evidence and reference them within the report.
- Ensure all persons involved or witnessing the incident are identified wherever possible.
- This form may be used for internal review, legal purposes, and insurance claims.
- Retain a copy for your records after submission to the relevant authority.