

Narrative Loss Incident Report

Report Number:

[RLIR-2024-001]

Date Submitted:

[2024-06-20]

Reporter Name:

[John Doe]

Position/Department:

[Security Manager / Operations]

Contact Information:

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Incident Date & Time:

[2024-06-18 / 10:45 AM]

Incident Location:

[Warehouse A, Bay 3]

Details of Incident (Narrative):

On June 18, 2024, at approximately 10:45 AM, while performing a routine inspection of Warehouse A, I discovered that several boxes of electronic components were missing from Bay 3. The area was last accounted for during the previous evening shift handover at 5:30 PM.

Upon closer inspection, it was noted that the door lock was intact, and there were no visible signs of forced entry. The shift log indicated only authorized personnel were signed in during the relevant period. Warehouse staff were immediately notified, and an initial inventory check confirmed a shortage of 24 units.

Scene was photographed and the loss was reported to both Security and Inventory Management for further investigation. No injuries were reported.

List of Items Lost/Damaged:

- 24 units of XJ-200 Microcontrollers
- Estimated value: \$2,400 USD

Immediate Actions Taken:

- Secured the affected area
- Informed Warehouse Supervisor
- Conducted preliminary search
- Notified local authorities

Persons Notified:

- Mr. Alan Chu, Inventory Manager
- Ms. Linda Perez, Security Officer
- Local Police (Report #789123)

Follow-Up Actions / Recommendations:

- Review and enhance security footage around Warehouse A
- Audit staff access records
- Update inventory control processes
- Provide loss prevention training to staff

Report Prepared By:

John Doe

Date:

2024-06-20

Important Notes

- Ensure all facts are precise and chronologically accurate.
- Keep the narrative objective and avoid assumptions.
- Include all parties involved and actions taken after the incident.
- Attach supporting documents (photos, logs) as necessary.
- Protect the confidentiality of sensitive information.