

Paper-Based Loss Incident Report

1. Basic Information

Date of Report:

Report Number:

Reported by (Name/Dept):

Contact Information:

2. Loss Details

Date & Time of Incident:

Location:

Type of Loss:

Estimated Value:

Description of Loss:

Give a detailed description

3. Circumstances & Action Taken

Cause/Suspected Cause:

Explain the cause or how

Immediate Action Taken:

Describe the steps taken

4. Witnesses (if any)

Name(s):

Contact Details:

5. Reporting Officer's Declaration

Name & Signature:

Date:

Important Notes:

- This document is to be completed as soon as possible following the incident.
- Ensure all sections are filled out clearly and accurately.
- Maintain the report's confidentiality and store it securely.
- Attach any supporting documents/photos if available.
- Submit the report to the designated authority as per organizational policy.