

# Paper-Based Loss Incident Report

## 1. Basic Information

Date of Report:

YYYY-MM-DD

Report Number:

Reported by (Name/Dept):

Contact Information:

## 2. Loss Details

Date & Time of Incident:

YYYY-MM-DD HH:MM

Location:

Type of Loss:

Estimated Value:

Currency / Amount

Description of Loss:

Give a detailed descriptive

## 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:

YYYY-MM-DD

### **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.