

Summary Table: Loss Incident Report

| # | Date of Incident | Location | Reported By | Item/Asset Lost | Estimated Value | Description of Loss | Action Taken | Status |
|---|------------------|------------------|-------------|-----------------|-----------------|---|--|---------|
| 1 | 2024-04-22 | Warehouse 5 | J. Doe | Laptop | \$1,200 | Missing from storage area, last seen by staff at 8:00 AM. | Internal investigation, reported to security | Ongoing |
| 2 | 2024-05-07 | Office B2 | A. Smith | Mobile Phone | \$700 | Device found missing after meeting. No unauthorized entry noted. | Asset logged, notification sent to IT | Closed |
| 3 | 2024-05-15 | Production Floor | M. Lee | Tool Set | \$300 | Tool set not found during shift changeover. Checked inventory logs. | Reviewed CCTV, staff debriefed | Ongoing |

Important Notes:

- Ensure each loss incident is reported immediately and accurately.
- Maintain consistent and clear documentation for all investigations.
- Protect the confidentiality of sensitive or personal information.
- Follow up on pending or ongoing cases until their closure.
- Review and update this summary regularly for audit and compliance purposes.