

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.