

Inventory Damage and Loss Assessment â€“ Report

Report Reference No.:

Date:

Location / Warehouse:

Reported By:

Incident Overview

Date & Time of Incident:

Description of Incident:

Discovered By:

Inventory Affected

Item Description	SKU / Code	Quantity	Type of Damage/Loss	Estimated Value	Remarks
			Damage / Loss		
			Damage / Loss		

Cause and Assessment

Suspected Cause(s):

Assessment & Action Taken:

Recommendations

Assessment Prepared By:

Date:

Signature:

Important Notes

- Ensure all fields are completed accurately and clearly.
- Attach supporting evidence such as photos and inventory records where possible.
- Reports should be filed promptly following the discovery of damage or loss.
- This document aids both in assessing accountability and in planning preventive measures.