

Inventory Loss Investigation Form

Document No:

Date of Report:

Department / Location:

Reported By:

Position:

Inventory Loss Details

Date & Time of Loss:

Item(s) Involved:

Quantity Lost:

Estimated Value:

Description of Loss:

Location of Loss:

Investigation Details

Discovery Method:

Persons Involved / Witnesses:

Initial Actions Taken:

Suspected Cause:

Further Investigation Required:

Conclusion & Recommendation

Investigator Name:

Position:

Date:

Summary & Recommendations:

Important Notes

- Ensure all sections are accurately completed before submission.
- This form may be used as evidence in audits or formal investigations.
- Report inventory losses promptly upon discovery.
- Confidentiality must be maintained throughout the investigation process.
- Retain this form as an official record in accordance with company policies.