

Loss Incident Register

Document Reference

Register No.		Date	
Prepared By		Department	

Incident Details

Date & Time of Incident	
Location	
Reported By	
Description of Loss/Event	
Type of Loss	
Persons Involved	
Immediate Action Taken	
Root Cause (If Known)	

Loss/Impact Assessment

Estimated Loss (Value)		Loss Category (e.g., Financial, Asset, Data)	
Insurance Involved		Claim Status	

Corrective/Preventive Actions

Action(s) Required	
Person Responsible	
Target Date	
Follow-up/Status	

Important Notes

- Ensure all incidents are logged promptly, with accurate and complete information.
- Maintain confidentiality regarding sensitive incident details.
- Review and update this register regularly for audit and compliance purposes.
- Analyze incident trends to strengthen loss prevention measures.
- Follow organizational policies for escalation and documentation.