

Loss Incident Narrative Document

Incident Details

Date of Incident: _____

Time of Incident: _____

Location: _____

Reported By: _____

Contact Information: _____

Department/Unit: _____

Description of Loss

Please provide a detailed narrative of the incident, including what was lost, how and when the loss was discovered, and relevant circumstances:

Persons Involved

Names/Positions: _____

Witnesses: _____

Action Taken

Please describe any immediate action taken after discovery of loss (e.g. notified security, reported to supervisor, attempted recovery):

Estimated Value of Loss

\$ _____

Supporting Documentation

(Attach and list receipts, photos, or supporting evidence):

Submitted By

Name: _____

Signature: _____

Date: _____

Important Notes:

- Ensure all sections are completed with accurate information.
- Attach necessary supporting documentation to validate the loss.
- Submit the form promptly according to your organization's procedures.
- Keep a copy of the completed document for future reference.
- All incidents should be reported to the appropriate supervisor or authority.