

# Loss Incident Report Template

## 1. Reporter Information

Full Name:

Enter full name

Position/Department:

Enter position or department

Contact Information:

Phone or Email

## 2. Incident Details

Date of Incident:

Time of Incident:

Location of Incident:

Enter location

Type of Loss:

e.g. Theft, Damage, Loss

Description of Incident:

Describe what happened

## 3. Property/Item(s) Lost or Damaged

Description of Item(s):

List all item(s) affected and relevant details

Estimated Value:

Enter estimated value

## 4. Witness(es)

Name(s) and Contact Information:

List witness(es) and their contact details

## 5. Actions Taken

Describe any action(s) taken:

E.g. Reported to police, notified supervisor, etc.

Reference Number (if reported to authorities):

Reference number

## 6. Declaration

I hereby declare that the information provided is true and accurate to the best of my knowledge.

Signature:

Name or digital signature

Date:

## Important Notes

- Provide clear, complete, and accurate information to support the loss claim.
- Retain copies of this report and any supporting evidence (photos, receipts, etc.).
- Deliberate falsification of information may result in disciplinary or legal action.
- Submit the completed report to the appropriate department or contact person promptly.
- If the loss involves criminal activity, report to law enforcement as required.