

Loss Incident Report Template

1. Reporter Information

Full Name:

Position/Department:

Contact Information:

2. Incident Details

Date of Incident:

Time of Incident:

Location of Incident:

Type of Loss:

Description of Incident:

3. Property/Item(s) Lost or Damaged

Description of Item(s):

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.