

Standardized Loss Incident Documentation

I. Basic Information

Incident Reference Number

Enter reference number

Date and Time of Incident

YYYY-MM-DD HH:MM

Reported By (Name & Role)

Name and role

Location of Incident

Location

II. Type of Loss Incident

Type (e.g., Theft, Damage, Data Breach)

III. Incident Description

Brief narrative of events leading up to and during the incident

IV. Items/Assets Involved

List items/assets affected (serial numbers, descriptions, values, etc.)

V. Immediate Actions Taken

Describe steps taken immediately following the incident

VI. Reporting & Notification

Authorities/Departments Notified

Police, Insurance, IT, etc.

Notification Time & Method

e.g., Phone, Email, In-person (with date/time)

VII. Witnesses

List names and contact information

VIII. Follow-Up Actions & Recommendations

Describe proposed follow-up actions, preventive measures, recommendations

IX. Documentation Attachments

List of attached evidence: photos, reports, communications, etc.

X. Prepared By

Name

Preparer's name

Signature

Preparer's signature

Date

YYYY-MM-DD

Important Notes:

- Ensure all information is as accurate and complete as possible at the time of documentation.
- This document may be used for legal, insurance, or auditing purposes—avoid speculation or unverified statements.
- Attach supporting evidence where possible (e.g., photos, emails, logs).
- Protect the confidentiality of sensitive information contained in this report.
- Submit the completed form to the appropriate personnel or department as per organizational policy.