

Goods Loss Incident Report

A. General Information

Report Number:

Date of Report:

Reported By (Name & Department):

B. Incident Details

Date & Time of Incident:

Location:

Person(s) Involved:

Description of Goods Lost:

Estimated Value:

Circumstances of Loss:

C. Immediate Action Taken

Actions Taken:

Authorities/Parties Notified:

D. Investigation

Investigation Findings:

Conclusion / Remarks:

E. Approval

Reported By (Signature & Date):

Checked/Investigated By:

Approved By:

Important Notes:

- Ensure all sections are completed with accurate and factual information.
- Report the loss immediately to appropriate authorities or supervisors.
- Attach supporting documents, such as inventory records or photos, where applicable.
- Follow company procedures for reporting and investigation of asset loss.
- This document may be required for insurance or compliance purposes.