

# Asset Loss Inventory Sheet

## Loss Cause Categorization Format

Date	Asset ID	Asset Description	Location	Loss Detected By	Loss Date	Estimated Value	Loss Cause Category	Specific Cause	Remarks
2024-03-12	AS-00125	Laptop Dell Latitude 5490	Main Office - 3rd Floor	T.Jameson	2024-03-10	\$1150	Theft	Unauthorized access after hours	Reported to security
2024-02-27	AS-00432	Industrial Printer	Warehouse B	A.Ramos	2024-02-27	\$4800	Accidental Damage	Forklift collision	Incident under review
2024-01-18	AS-00218	Server Rack	Data Center	K.Lee	2024-01-15	\$9200	Environmental	Water leakage	Emergency repair performed

## Loss Cause Categories (Examples)

Category	Description
Theft	Loss due to unauthorized removal or stolen property
Accidental Damage	Loss due to mishandling, collision, or human error
Environmental	Loss due to natural events, such as leaks, fire, floods, etc.
Technical Failure	Loss resulting from malfunction or operational failure
Other	Any cause not fitting in standard categories; specify in remarks

## Important Notes

- Ensure all reported losses are supported by relevant evidence and documentation.
- Maintain clear categorization to improve analysis and future risk mitigation.
- Keep this sheet regularly updated and securely stored for audit purposes.
- Detailed remarks help in determining corrective and preventive actions.
- Accurate cause identification helps in effective asset loss prevention strategies.