

Damage Description Format for Loss Assessment Report

1. General Information

Report Number:

Date of Assessment:

Insured Name:

Claim Reference:

Location of Incident:

Type of Loss:

2. Incident Description

Date & Time of Incident:

Reported Cause:

Brief Description:

3. Detailed Damage Description

Item/Property Name	Description of Damage	Extent of Damage (%)	Remarks
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4. Photographic Evidence

(Attach photographs as annexures or include thumbnails below)

5. Cause of Damage (as observed)

6. Recommendations

7. Assessor's Details

Assessor Name:

Contact Details:

Signature:

Date:

Important Notes:

- Descriptions should be clear, precise, and fact-based.
- Photographic evidence supports the details provided in the report.
- All observations must be unbiased and supported by physical evidence where possible.
- Any assumptions or limitations must be clearly stated in the report.
- Confidential client information should be protected in accordance with relevant policies.