Loss Assessment Report

Methodology Documentation Format

1. Introduction

This section outlines the objective and scope of the assessment, including background information regarding the loss event and the entities affected.

2. Data Collection

Describe the sources of data used in the assessment. Specify the type of data collected (e.g., financial records, site inspections, interviews) and the timeframe.

- Primary data (e.g., physical inspections, photographs)
- Secondary data (e.g., reports, historical records)

3. Assessment Criteria

List and explain the criteria and standards used to evaluate losses. Reference any industry guidelines, best practices, and relevant regulations.

4. Analytical Methods

Describe in detail the analytical techniques and tools implemented to quantify and categorize the losses. Include formulas, calculation steps, and models where applicable.

5. Assumptions and Limitations

State all key assumptions made in the analysis, and outline the limitations that may affect the results or interpretation of the data.

6. Validation Process

Explain how findings were reviewed or validated. Highlight any peer review, cross-verification, or consistency checks carried out during the assessment.

7. Reporting and Documentation

Summarize the process for compiling results, reporting, and maintaining documentation for future reference or audit purposes.

Important Notes:

- Ensure every step of the methodology is transparently documented to support credibility and traceability.
- Regularly update the methodology in line with latest industry guidelines and regulations.
- Clearly distinguish between observed facts and informed assumptions.
- Protect sensitive information in compliance with data privacy and confidentiality requirements.