

Detailed Inventory Loss Incident Report

Date of Incident

Time of Incident

Location/Warehouse

Reported By

Department

Contact Information

Incident Description

Provide a detailed description of how the inventory loss occurred, circumstances, and parties involved.

Inventory Details

Item Name/Description	SKU/ID Number	Quantity Lost	Unit Value	Total Value
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Persons Involved / Witnesses

List names, roles, and contact info of anyone involved or who witnessed the incident.

Immediate Actions Taken

Describe any steps taken immediately after discovering the incident.

Root Cause & Analysis

Explain any determined root causes and analysis of how the loss occurred.

Corrective/Preventive Actions Recommended

List measures to prevent recurrence.

Supervisor/Manager Name

Date of Report

Signature

Important Notes

- This report should be completed immediately after any inventory loss is identified.
- Ensure all relevant and factual information is provided and verified.
- Accurate documentation helps in audits, insurance claims, and process improvements.
- Keep the report confidential and share only with authorized personnel.
- Follow up on corrective actions and updates as needed.