

Inventory Loss Incident Report

Date of Report

Report Prepared By

Name and Position

Department / Location

e.g. Warehouse B

Supervisor

Supervisor Name

Incident Details

Date and Time of Incident

Nature of Loss

e.g. Theft, Damage, Misplacement

Item(s) Involved

List all affected items, SKU, and quantities

Estimated Value

Enter Estimated Loss Value

Description of Incident

Provide a detailed description of the incident

Discovered By

Name and Position

Reported To

Name and Position

Investigation & Corrective Actions

Immediate Actions Taken

Describe any immediate steps taken

Investigation Findings

Summary of findings from the investigation

Corrective Measures

Suggested or implemented corrective actions

Follow-Up / Preventive Action

Plans or recommendations for prevention

Signature (Reporter)

Signature

Date

Supervisor's Review

Name and Comments

Important Notes

- Complete all sections as accurately as possible.
- Report inventory losses promptly to relevant authorities.
- Attach any supporting documents, such as photos or statements.
- Keep a copy of this report for record-keeping and future reference.
- Unauthorized falsification of information may result in disciplinary action.