

Inventory Loss Incident Report

Date of Report

Report Prepared By

Department / Location

Supervisor

Incident Details

Date and Time of Incident

Nature of Loss

Item(s) Involved

Estimated Value

Description of Incident

Discovered By

Reported To

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.