

# Photographic Evidence Loss Assessment Sheet

## Incident Details

Date of Incident		Time	
Location			
Reported By		Contact No.	
Reference/Case Number			

## Summary of Photographic Evidence

Photo ID/Number	Description	Date Taken	Photographer

## Description of Loss

Date & Time of Loss	
Description of How Loss Occurred	
Persons Involved	
Actions Taken	

## Assessment and Impact

Potential Impact on Case/Process	
Additional Comments	

Assessor Name & Signature

Date: \_\_\_\_\_

Supervisor/Manager Name & Signature

Date: \_\_\_\_\_

## Important Notes

- Complete all sections thoroughly to ensure accurate documentation of loss.
- Attach any available supporting records or related correspondence.
- Maintain confidentiality when handling sensitive photographic material.
- This form should be retained as part of the official case record.
- Report the loss of evidence to relevant authorities promptly as per internal protocols.

