

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.

