

Preliminary Accident Loss Assessment Form

1. Incident Information

Date of Incident

Time of Incident

Location of Incident

Reported By

2. Description of Incident

Brief Description

Suspected Cause

3. Loss Assessment

Type of Loss

Estimated Loss Cost (USD)

Details of Loss

4. Immediate Actions Taken

5. Witnesses (if any)

6. Form Completed By

Name

Position

Date

Important Notes:

- This assessment is preliminary and subject to further review and investigation.
- Provide as much detail as possible to support accurate evaluation of loss and incident causes.
- Do not alter or tamper with the accident scene before initial investigation, unless required for safety.
- Confidentiality is essential; share this document only with authorized personnel.
- Timely submission can assist in prompt response and claim processing.