

# 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.