

Inventory Loss Incident Report Form

Incident Details

Date of Incident

Time of Incident

Location

Reported By

Inventory Details

Item Description

Item Code / SKU

Quantity Lost

Estimated Value

Incident Description

Describe what happened

Follow-up Actions

Actions Taken

Names of Witnesses (if any)

Supervisor/Manager Notified

Name of supervisor or manager notified

Date Reported

Important Notes

- This form should be completed as soon as the inventory loss is discovered.
- Provide clear and accurate information to assist in investigation and documentation.
- Ensure the form is submitted to the appropriate supervisor or manager promptly.
- Keep a copy of the report for your records and further reference.