

# Inventory Loss Incident Report Form

## Incident Details

Date of Incident

Time of Incident

Location

Enter location of incident

Reported By

Enter your name or ID

## Inventory Details

Item Description

Describe the item(s) lost

Item Code / SKU

Enter code if available

Quantity Lost

Estimated Value

Enter estimated value

## Incident Description

Describe what happened

Provide details of the incident

## Follow-up Actions

Actions Taken

Describe remedial/mitigation actions

Names of Witnesses (if any)

List witness names

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.