

Asset Loss Report

Structured Incident Recording Template

Incident Details

Date of Incident

Time of Incident

Location

Enter location

Reported By

Full name

Asset Information

Asset Name/Description

e.g. Laptop, Projector

Asset ID / Serial Number

Enter asset ID or serial number

Owner / Department

e.g. IT Department

Incident Summary

Description of Loss

Describe what happened, circumstances, and any contributing factors

Estimated Loss Value

e.g. \$1,500

Witnesses (if any)

Name(s) and contact info

Actions Taken

Immediate Actions

Describe any measures taken immediately after the incident

Reported To

Name(s) of people or authorities notified

Further Steps Recommended / Required

List follow-ups, investigations, or preventive recommendations

Person Completing Report

Name

Full name

Position / Title

e.g. Asset Manager

Date

Important Notes

- Ensure all sections are completed as accurately as possible.
- Attach any supporting evidence or documentation (e.g. photographs, witness statements).
- Report the loss to relevant authorities as required by organizational policy.
- This report may be used for insurance or compliance purposes; ensure information is factual and complete.
- Retain a copy of this document as per your organization's record-keeping policies.