

# Asset Loss Report

*Structured Incident Recording Template*

## Incident Details

Date of Incident

Time of Incident

Location

Reported By

## Asset Information

Asset Name/Description

Asset ID / Serial Number

Owner / Department

## Incident Summary

Description of Loss

Estimated Loss Value

Witnesses (if any)

## 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

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## 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.