

Lost Asset Report Form

Incident Recording Structure

Reporter Information

Full Name

Contact Information

Department/Unit

Asset Details

Type of Asset

Asset ID / Serial Number

Description of Asset

Incident Details

Date of Loss

Time of Loss (if known)

Location of Loss

Circumstances of Loss

Immediate Actions Taken

Authorities Notified

Authorities Notified (if applicable)

Reference/Case Number

Reporter's Declaration

Declaration / Additional Remarks

Date of Report

Important Notes

- Provide detailed and accurate information to assist investigations and recovery efforts.
- Attach supporting documents or evidence if available.
- Loss of asset must be reported as soon as possible after discovery.
- Keep a copy of this report for your records and follow up with relevant authorities.
- False reporting may result in disciplinary or legal action.