

Equipment Loss/Damage Record

General Information

Date of Report	
Reported By	
Department/Section	
Location of Incident	

Equipment Details

Equipment Name	
Identification Number/Code	
Description	
Quantity	
Value (if known)	

Loss/Damage Details

Date & Time of Incident	
Type of Incident	
Description of Loss/Damage	
Cause (if known)	
Immediate Actions Taken	

Investigation/Remarks

Investigation Summary	
Recommendations/Preventive Measures	

Reported By / Signature

Supervisor / Signature

Date

Important Notes

- Ensure all information is accurate and complete before submission.

- Attach supporting documents (e.g., photos, witness statements) if available.
- Report incidents as soon as they are discovered to enable prompt investigation.
- This record helps track equipment issues and guides corrective actions.
- Keep a copy of this document for future reference and audit purposes.