

Incident Report Format for Loss/Damage Statements

1. Incident Details

Date of Incident

Time of Incident

Location of Incident

2. Reporter Information

Name

Designation/Department

Contact Number

3. Description of Incident

Provide a brief and factual account of the incident. Include details such as what happened, who was involved, and how the loss/damage occurred.

Type the incident description here...

4. Item(s) Lost or Damaged

List all affected items. Include item description, serial number (if applicable), estimated value, and extent of loss/damage.

Example: Laptop, Dell Inspiron 15, SN: 12345, \$900, Screen cracked

5. Action Taken

Describe any immediate action taken after the incident (e.g., reported to security, attempted recovery, repair actions).

Actions taken after discovering the loss/damage

6. Witnesses (if any)

Provide names and contact information of any witnesses to the incident.

Name, Position, Contact Info

7. Signature

Reporter Signature

(Signature/Initials)

Date

Important Notes

- Ensure all details are accurate and factual; avoid assumptions or assigning blame.
- Attach supporting documents or photos if available.
- Submit this report as soon as possible after the incident.
- Keep a copy of the completed report for your records.
- False or misleading information may result in disciplinary action.