

## **Equipment Damage / Loss / Theft Report Form**

(Company Name) employees are required to report any damage, loss or theft of (Company Name) owned and operated equipment as soon as possible and submit a completed copy of this form within (XXX) hours of the incident.

Please note that where an injury occurs as a result of any damage, loss or theft of (Company Name) owned and operated equipment, employees are required to report the incident immediately, and submit a completed Incident Report and Investigation Form.

<b>Damage / Loss / Theft - Reported By</b>	
<b>Employee Name:</b>	<b>Employee Number:</b>
<b>Position/Title:</b>	<b>Department:</b>
<b>Company Phone:</b>	<b>Company Email:</b>

<b>Incident Information</b>		
<b>Incident Date (dd/mm/yy):</b> /    /		<b>Time of Incident (24 hour clock):</b>
<b>Reported on:</b> /    /		<b>Time Reported (24 hour clock):</b>
<b>Supervisor:</b>	<b>Building/Area:</b>	<b>Specific Location:</b>

<b>Equipment Information</b>	
<b>List of Equipment Damaged / Lost / Stolen (Please Specify)</b>	
<b>Equipment Identification Number(s)</b>	
<b>Equipment Location at Time of Damage / Loss</b>	

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# How To Write A Damage Report

**Lutz Hering, Heike Hering**



## **How To Write A Damage Report:**

Discover tales of courage and bravery in Crafted by is empowering ebook, **How To Write A Damage Report** . In a downloadable PDF format ( PDF Size: \*), this collection inspires and motivates. Download now to witness the indomitable spirit of those who dared to be brave.

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