

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.

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

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

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

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How To Write A Damage Report

Lei Huang



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