General Incident Loss Report

1. General Information

- **Reported By:** [Name of the individual reporting the incident]
- **Contact Information:** [Phone number, email address]
- **Department/Area Involved:** [Relevant department/area]
- **Incident ID/Reference Number:** [Generated ID/reference number]

2. Incident Description

- **Incident Type:** [e.g., fire, theft, equipment failure, etc.]
- **Description:**
  Provide a brief yet comprehensive description of the incident, including what happened, how it happened, and any contributing factors.

3. Affected Parties

- **Persons Involved:** [List names and roles, e.g., employees, visitors, contractors]
- **Injuries:** [Detail injuries sustained, if any, and actions taken]
- **Witnesses:** [List witnesses, with contact details]

4. Loss/Damage Details

- **Property/Asset Damage:**
  - **Items Affected:** [e.g., equipment, structures]
  - **Estimated Value of Damage:** [Estimated monetary loss]
  - **Extent of Damage:** [Minor, major, total loss]
- **Operational Impact:**
  Detail the impact on operations, including downtime or productivity loss.

5. Actions Taken

- **Immediate Response:** [Actions taken immediately following the incident, such as first aid, containment, etc.]
- **Authorities Notified:** [Specify any internal or external authorities contacted, e.g., HR, police, fire department]
- **Preventive Measures:** [Outline steps taken to prevent recurrence]

6. Root Cause Analysis (Optional)

- **Preliminary Findings:** [Identify any potential root causes or contributing factors]
- **Corrective Actions Planned:** [Proposed solutions or changes to policies, training, or equipment]

7. Attachments (if applicable)

- **Photos:** [Yes/No – attach photographic evidence]
- **Witness Statements:** [Yes/No – attach written statements from witnesses]
- **Relevant Documents:** [Yes/No – attach any relevant reports, invoices, etc.]

8. Final Remarks

- **Prepared By:** [Name and designation of the person preparing the report]
- **Date of Submission:** [Insert date here]
- **Reviewed By:** [Name and designation of reviewer]