



Equipment Damage / Loss / Theft Report Form

Employees are required to report any damage, loss or theft of company owned or rented equipment as soon as possible and submit a completed copy of this form.

Damage / Loss / Theft – Reported By	
Employee Name:	Position / Title:
Phone Number:	Company Email:
Incident Information	
Incident Date: / /	Time of incident:
Reported on: / /	Reported to:
Supervisor:	Building/Area: Specific Location:
What cause the incident:	
Equipment Information	
List of equipment Damaged/lost/ stolen (Please Specify)	
Equipment Identification Number	
Equipment location at time of Damage / Loss	

Management _____ Date _____