

Lost, Damaged or Stolen Equipment Report

When tools and equipment are lost, damaged or stolen, it can have a significant impact on daily operations. In fact, just one incident can affect all members of an organization, leading to project delays, lost revenue or even prolonged business disruptions and closures.

depends on its employees for inventory control and expects staff members to report any loss, damage and theft of company-owned or rented equipment as soon as the incident is discovered. Doing so not only helps with the investigation process, but it can also go a long way toward preventing future incidents. Please complete the form below to report a lost, damaged or stolen piece of equipment, and give it to your immediate supervisor. The content of this form will be used for insurance and police reporting purposes.

INCIDENT REPORTED BY	
Employee:	Position/Title:
Department:	Phone:
Email:	

EQUIPMENT DETAILS	
Description of the equipment:	Equipment identification (e.g., serial number):
Age of the equipment:	Equipment type: ☐ Owned ☐ Leased/Rented (Attach rental agreement)
Estimated repair or replacement cost:	

INCIDENT DETAILS	
Date of the incident:	Estimated time of the incident:
Date report was submitted:	Location of the incident:
Individual responsible for equipment:	Incident type: ☐ Theft ☐ Damage ☐ Lost equipment ☐ Other:

Prepared by Concklin Insurance Agency

This form is of general interest and is not intended to apply to specific circumstances. It does not purport to be a comprehensive analysis of all matters relevant to its subject matter. The content should not, therefore, be regarded as constituting legal advice and not be relied upon as such. In relation to any particular problem which they may have, readers are advised to seek specific advice. Further, the law may have changed since first publication and the reader is cautioned accordingly. © 2019 Zywave, Inc. All rights reserved.

Were protective devices in place? ☐ Locks ☐ Security cameras ☐ Fences ☐ N/A ☐ Other:	How were protective devices circumvented (if applicable)?
Incident details (who, what, where, when, why and how):	
What could be done to prevent future incidents?	

INSURANCE REPORTING

Claim filed?

☐ Yes ☐ No

If no, explain why:

Claim number:

Adjuster name:

Adjuster phone number:

Email:

POLICE REPORTING

Incident reported to the police?

☐ Yes ☐ No

If no, explain why:

Police report #:

Assigned officer name:

Station number:

Phone number:

Email:

Supervisor Acknowledgment: _____

Today's Date:

Potential Attachments to Include:

- ☐ Police Report
- ☐ Equipment Rental Agreement
- ☐ Applicable Insurance Policies
- ☐ Post-incident Photos
- ☐ Original Equipment Invoice
- ☐ Repair or Replacement Cost Invoice