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ASSET INCIDENT REPORT

- **Document Code:** ADM-009
- **Version:** 1.0
- **Date:** 01/01/2025

Purpose: Logs **any lost, damaged, or stolen office equipment**, ensuring accountability and proper action.

Date of Incident: _____

Employee Reporting: _____

Department: _____

Designation: _____

Asset Details:

Asset ID: _____

Asset Name & Description: _____

Serial Number: _____

Nature of Incident: ☐ Lost ☐ Stolen ☐ Damaged ☐ Other: _____

Incident Description (Include Date, Time, and Location):

Witnesses (If Any):

Immediate Action Taken:

Admin Investigation & Resolution:

☐ Asset Replaced ☐ Repair Initiated ☐ Report Submitted for Further Action

Admin Remarks: _____

Final Approval by Admin Manager: _____

Usage Instructions:

- ☑ Employees **must report incidents within 24 hours**.
- ☑ The Admin Team **must investigate and provide a resolution**.
- ☑ **For lost or stolen items, security reports may be required**.