**EQUIPMENT DAMAGE / LOSS REPORT FORM**

This form is used to report all incidents of lost or damaged equipment.

THIS FORM MUST BE SUBMITTED WITHIN 24 HOURS OF INCIDENT

**WHAT HAPPENED**

**WHAT / HOW** did it happen?

**WHAT** damage or loss happened, and what action was taken after the incident?

Take pictures for insurance claims, Gain a Police Crime Number for lost and stolen items,

Was a repair made, has it been sent for repair. Has the AU been informed to plan its repair / replacement?

**WHERE** did the incident happen? (Location-be specific)

**WHEN** did the incident happen? Date of Incident: Time of incident:

**WHAT** could be done to prevent it happening again?

**REPORT COMPLETED BY**

**WHO**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Club: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**WITNESS**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**STAFF USE ONLY**

NOTES: