**Equipment Damage / Loss / Theft Report Form**

(Company Name) employees are required to report any damage, loss or theft of (Company Name) owned and operated equipment as soon as possible and submit a completed copy of this form within (XXXX) hours of the incident.

Please note that where an injury occurs as a result of any damage, loss or theft of (Company Name) owned and operated equipment, employees are required to report the incident immediately, and submit a completed Incident Report and Investigation Form.

|  |  |
| --- | --- |
| **Damage / Loss / Theft - Reported By** | |
| **Employee Name:** | **Employee Number:** |
| **Position/Title:** | **Department:** |
| **Company Phone:** | **Company Email:** |

|  |
| --- |
| **Incident Information** |
| Incident Date (dd/mm/yy): \_\_\_/\_\_\_/\_\_\_ Time of Incident (24 hour clock): |
| Reported on: \_\_\_/\_\_\_/\_\_\_ Time Reported (24 hour clock): |
| Supervisor: Job Site: Specific Location: |

|  |  |
| --- | --- |
| **Equipment Information** | |
| List of Equipment Damaged / Lost / Stolen  (Please Specify) |  |
| Equipment Identification Number(s) |  |
| Equipment Location at Time of Damage / Loss |  |
| How Was the Equipment Damaged / Lost / Stolen?  (Complete Description) |  |
| Description of Damage to Equipment |  |
| Estimated Cost of Repair / Replacement |  |
| Person Responsible for Equipment |  |

Was the Equipment Damage / Loss / Theft reported to the Police?

* Yes
* No

If yes, please provide:

|  |  |
| --- | --- |
| **Police Report Information** | |
| **Police File #:** | **Officer In Charge:** |
| **Station #:** | **Phone #:** |
| **Email:** | |

***A Police Report (if Theft) and replacement cost invoice must be attached.***

### Acknowledgement & Agreement

Supervisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_