**Damaged / Lost / Stolen Stock Report**

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| **This form must be completed by any DCA staff member responsible for DCA Stocks if or when stocks are damaged / destroyed / missing or stolen. The completed report should be sent to the most Senior Logistics Officer, Country Director, relevant Manager, and Finance Manager. You will be notified if any additional information or supporting documentation is required.**  |

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| **Country Programme:** |  | **Incident location:** |  |
| **Report completed by:** |  | **Position:** |  |
| **Signed:** |  | **Date:**  |  |

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| **Incident Details:**  |
| **Date:** |  | **Time:** |  |
| Please provide as much detail as possible about how the stocks were damaged / destroyed / missing / stolen: |
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| Please provide as much detail as possible for all stock items damaged / destroyed / missing / stolen: |  |  |
| **Item Description** | **Total Qty Missing** | **Currency** | **Total Value** | **Date of Purchase** | **Maconomy No.** |
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| **Witnesses:**  |
| **Was the event witnessed?** |  | **Name of witness:**  |  |
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| **Action Taken by Line Manager / Manager Responsible:** |
| **What immediate action has been taken to prevent a similar incident and by whom?** |
| **Does the incident need further investigation to determine the underlying causes and corrective action?** |
| **What disciplinary action if any will be recommended to be taken against the employee concerned:** |

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| **Part 4 - Report close out** |
| **Title** | **Signature** | **Date** |
| **Country Director** |  |  |
| **HR Representative** |  |  |
| **Line Manager** |  |  |