**Asset and Inventory Damaged/Lost/Stolen Report**

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| **This form must be completed by any DCA staff member issued with or responsible for DCA Assets, in the event the asset is damaged, stolen or lost and then sent to the ProLog staff responsible and Country Director in-country and the Programme Coordinator at DCA HQ as soon as reasonably possible following an incident.****You will be notified if any additional information or supporting documentation is required.**  |

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| **Country Office:** |  | **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 asset was lost/damaged/stolen: |
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| **Itemise Equipment loss:**Please provide as much detail as possible for all items lost/damaged/stolen |
| **Item**Include Make/Model/Manufacturer |  |
| **Asset No. / New Asset No.** |  |
| **Serial/ Chassis/ Vin No.** |  |
| **Purchase Value –** If known |  |
| **Current Value –** If known |  |
| **Date of Purchase –** Approximate age of item if not known |  |
| **Donor Name and Maconomy No.** |  |

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| **Witnesses:**  |
| **Was the event witnessed?** |  | **Name of witness:**  |  |
| Witness statement: |

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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** |  |  |
| **Witness (if any)** |  |  |