

Equipment Damage/Loss/Theft Report Form

York University employees are required to report any damage, loss or theft of equipment immediately upon damage or discover of loss/theft to the Department Chair and Technician in charge of the lab. A completed copy of this form is to be submitted to the Department Chair within 48 hours of the incident or time that equipment has been identified as being lost/stolen. Please note, depending on the nature of the incident we may require that the form be submitted sooner than 48 hours. If damage has occurred during work related to research or external projects, this form should also be sent to the supervisor or PI in charge. Please photograph the damage and attach to this form.

Where an injury occurs as a result of any damage, loss or theft of equipment owned by York University, employees are required to report the incident immediately, and submit a completed Workplace Incident Report Form.

Damage / Loss / Theft - Reported By	
Employee/Student Name:	
Position:	
Supervisor:	

Incident Information	
Incident Date (dd/mm/yy):	____/____/____
Reported on (dd/mm/yy):	____/____/____
Reported to:	

Equipment Information	
List of Equipment Damaged / Lost / Stolen (Please Specify)	
Asset Tag Number(s) (eg. LSE-CE-####)	
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	
Equipment Assigned to (please circle/specify):	Shared – Undergraduate/Research Individual (specify):

Contributing Factors (Equipment Damage)

People: actions taken or not taken

Equipment: state and maintenance of equipment, proper or improper for task

Materials: state and maintenance of materials, proper or improper for task

Environment: state and condition of environments

Process: proper or improper for task; followed, followed improperly, not followed

Are there any Hazards created? If yes, describe the hazards and recommend remedial actions.

Recommendation for remedial actions and other lessons learned:

Additional Incident Details:

In the event of theft, please use the following questions as a guide to filling out the Additional Details section above:

- What was the last known location of the equipment?
- Was this equipment being stored securely when not in use?
- When was the equipment last seen?
- When was the equipment last used?
- Please describe the steps taken to locate the equipment?
- Are you requesting that the equipment be replaced?
- Please describe the steps that will have been taken to prevent equipment loss from occurring in the future.

 Signature
 (person reporting loss, damage, theft)

 Signature
 (Department Chair/Supervisor)

Department of Civil Engineering Use Only:

Replace equipment YES NO	Charge to:
Site or name of person responsible for charge:	Department Chair signature