

Inventory Shrinkage Incident Log Sheet

Incident Details

DATE		TIME		RECORDED BY	
LOCATION / DEPARTMENT					
ITEM NAME / DESCRIPTION				SKU / ID	
QUANTITY MISSING		UNIT		ESTIMATED VALUE	

Incident Description

Describe the incident...

Immediate Actions Taken

Describe the actions taken immediately after the incident...

Follow-up / Investigation Notes

Notes on investigation, corrective actions, or follow-up...

Signatures

PREPARED BY		DATE	
REVIEWED BY		DATE	