
Equipment Damage Report Template

General Information

Field	Details
Report Number	_____
Date of Report	_____
Reported By	_____
Department	_____

Equipment Details

Field	Details
Equipment Type	_____
Equipment ID/Serial No.	_____
Location of Equipment	_____

Incident Description

- Date of Incident: _____
- Time of Incident: _____
- Description of Damage: _____
- Extent of Damage: _____

Witnesses

Name	Contact Information

Immediate Actions

Action	Completed By	Date

Repair and Cost Estimates

Field	Details
Repair Needed	
Estimated Cost	
Date Completed	

Approval

- Supervisor Name: _____
- Supervisor Signature: _____
- Date: _____