# Logistics Incident Report

**Purpose:** This document is used to record and report any accidents, damages, or unexpected incidents that occur during the transportation or handling of goods. It ensures accurate tracking, accountability, and helps with investigating and resolving logistics issues.

## Incident Overview

**Report Number:** {reportNumber}

**Date of Incident:** {incidentDate}

**Time of Incident:** {incidentTime}

**Location:** {incidentLocation}

## Personnel Involved

|  |  |  |
| --- | --- | --- |
| **Name** | **Role** | **Contact Info** |
| {#personnel}{name} | {role} | {contactInfo}{/personnel} |

## Incident Details

**Description:**

{incidentDescription}

**Type of Incident:** {incidentType}

**Cargo Affected:** {cargoDetails}

## Impact Assessment

**Was there cargo damage?** {cargoDamageStatus}

{#hasCargoDamage}

**Description of Cargo Damage:**

{cargoDamageDetails}

{/hasCargoDamage}

**Was there vehicle damage?** {vehicleDamageStatus}

{#hasVehicleDamage}

**Description of Vehicle Damage:**

{vehicleDamageDetails}

{/hasVehicleDamage}

**Were there injuries?** {injuriesStatus}

{#hasInjuries}

**Injured Parties:**

|  |  |
| --- | --- |
| **Name** | **Injury Description** |
| {#injured}{name} | {injuryDescription}{/injured} |

{/hasInjuries}

## Cause of Incident

{incidentCause}

## Immediate Actions Taken

{immediateActions}

## Reported By

**Name:** {reporterName}

**Position:** {reporterPosition}

**Contact:** {reporterContact}

## Additional Notes

{additionalNotes}

## Photo Evidence

{^hasPhotoEvidence}No photo evidence was submitted.{/hasPhotoEvidence}

{#hasPhotoEvidence}

* {photoDescription}

{/hasPhotoEvidence}

## Signatures

|  |  |  |  |
| --- | --- | --- | --- |
| **Person** | **Role** | **Signature** | **Date** |
| {#signatures}{name} | {role} | {signature} | {date}{/signatures} |