



TRM File:	
TRM Doc:	

Writing must be legible or it will be requested to be re-submitted/typed

Unit:		Date of incident:	
Unit Officer:		Contact Person:	
Reported by:		Contact Email:	
Reporting:	Lost/Damage/End of life	Person/s involved:	
Requesting:	Replacement/Dispose/Purchase		
Injury occurred:	Yes/No		

If any injury has occurred, please complete the appropriate Accident/Injury/Incident report

Operations Officers to fill in any missing details

Capability/Kit:		Make:	
Asset:		Model:	
Rego:	Call Sign:	Serial Number:	
NTES asset No.		Supplier:	
NTG asset No.		QTY:	Cost: \$
Cost Code			Total: \$
Description of event Include all relevant information Please include drawings and photos, add pages where required			
Police Report Made:	Yes/No	SerPro number	
Actions Taken			
Recommended Actions			

Lost and Damage form

Operations Officer		Date Received	
Recommendation			
Signature		Date	
Command Manager		Date Received	
Comment:			
Supported/ Not supported			
Signature		Date	
Capabilities & Assets Officer		Date Received	
Action taken:		Date	
Signature		Date	