|  |  |
| --- | --- |
| Site ID #: … | Incident Date: |
| Incident Time: | Incident Type: |
| Incident Location :  Detailed Address: | Reported by: |

**Incident:**

|  |  |
| --- | --- |
| * **Missing Items and Damages:** |  |

* **Initial Investigation:**

|  |  |  |
| --- | --- | --- |
| Door Alarm Received |  |  |
| Action taken By SOC |  |  |
| Guard existence in location |  |
| Guard attacked |  |
| **Guard attacked Details:** | | |

|  |  |  |
| --- | --- | --- |
| CCTV Camera |  |  |
| Road Camera |  |  |
| Door opened by Force |  |  |
| Concrete Cube |  |  |
| Guarding Room |  |  |
| * **Site Incident history:** | | |

|  |
| --- |
| * **Involved Persons Details:** |

|  |  |  |
| --- | --- | --- |
| Legal Notified |  |  |
| Police Report issuance |  |  |
| Police report number: | | |

* **Area Manager Investigation:**

|  |  |  |
| --- | --- | --- |
| Area Manager visit |  |  |
| Area supervisor visit |  |  |
| Photos |  |  |
| Videos |  |  |
| Investigation report received |  |  |
| **Investigation Details:**     |  |  |  | | --- | --- | --- | |  | Date 1 | Date 2\Date 3 | | **last two visits** |  |  | | **The reason for the visit** |  |  | | **Visitors' Names** |  |  | | **Visitors’ company** |  |  | | **Other sites visited  on the same day** |  |  | | **guard attendance** |  | | | **theft committed way** |  | | | **area owner last visit** |  |  | | **BTS actions** |  | | | | |

|  |
| --- |
| * **Corrective Action:** |

|  |
| --- |
| * **Final Conclusion:** |

|  |
| --- |
| * **Legal Action:** |

* **Site equipment:**

|  |  |  |
| --- | --- | --- |
| Vodafone equipment |  |  |
| Other competitors equipment |  |  |
| State authorities equipment |  |  |

* **The guard details:**

Name: …

Contact:

National ID:

* **Photos:**







