**ANNEX 1. Lost/Damage Item Reporting Form**

**Important notice:**

*All partners receive pipeline supplies from IOM are required to report any damage or losses of supplies as soon as possible and submit a completed copy of this form within 48 hours of the incident.*

***Please note this form is only to report lost/diverted/stolen commodities and equipment received from IOM which were due to circumstances outside of partners’ control such as fire, theft/looting by third parties, diversion of supplies by third parties (for example, a third-party actor diverts aid at the roadblock), the looting of offices and warehouses belonging to the partner, damage to partner property and other security incidents****.*

***Where the loss is attributable to fraud (theft or loss is the result of the actions of employees, staff members, vendors), the matter must be reported by email directly to IOM.***

**PART 1: TO BE COMPLETED BY PARTNER RECEIVING FROM IOM NFIS FOR DISTRIBUTION.**

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| 1. **Damage / Loss - Reported By** | |
| **Agency:** | **Name:** |
| **Title:** | **Department:** |
| **Phone:** | **Email:** |
| 1. **Incident Information** | |
| **Incident Date (DD/MM/YYYY)**: \_\_\_/\_\_\_/\_\_\_ **Time of Incident (24 hour clock):** | |
| **Reported on**: \_\_\_/\_\_\_/\_\_\_ **Time Reported (24 hour clock)**: | |
| **Location of Loss or Damage**: | |
| **Summary of the incident**. *(Please give full account of the incidents, including details of supplies custodian when it was looted/damaged. Please be as specific as possible, and where applicable please submit supplementary documents which give further information about the losses, including police reports, valuation of property, photographs taken before/after the incident, media reports, reports to UNDSS or other donors et cetera. It is understood that in some cases (such as ongoing conflict), it may not be possible to obtain a police report, but there should be clear evidence of actions taken following the incident, and the relevant documentation should be submitted* | |
| 1. **Supplies Information**   *Please submit endorsed request with this report. Please report the exact quantity of loss items.* | |

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| **Item** | **Unit** | **Quantity** |
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| 1. **Additional Information** | | |
| *Was the incident reported to Local Authorities? If yes please give full account the result of the report. Please indicate the date of report.* | | |
| *If yes, please indicate the date of reporting (dd/mm/year). Please submit copy of report as supporting document.* | | |
| *If no report made to local authorities, please explain the reason.* | | |
| *Mitigating Steps. Please include your recommendation of steps to take in the future to prevent this or similar incidents from recurring.* | | |
| *Does the agency has insurance against theft/loot/fire for supplies they have received from Common Pipeline?* | | |
| *Supplementary Documents: Please provide any documents which give further information about the losses, including police reports, valuation of property, photographs taken before/after the incident, et cetera.*  *List documents by name:* | | |

**PART 2: TO BE COMPLETED BY IOM**

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| 1. **IOM** | |
| **Focal Point:** | **Title:** |
| **Mobile:** | **Email:** |

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| **SUMMARY OF LOSSES (TO BE COMPLETED BY IOM)** | | | | | |
| **DONOR:** | | **Project Code:** | | **Project Period:** | |
| **Item** | **Unit** | **Quantity** | **Unit Cost (USD)** | **Total Cost (USD)** | **Direct/Indirect** |
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| **Total Loss (USD)** | | | |  |  |