

Incident/Damage Report

Incident date and time: [Click or tap here to enter text.](#)

Reported by: [Click or tap here to enter text.](#)

Witness: [Click or tap here to enter text.](#)

Witness contact information: [Click or tap here to enter text.](#)

Staff notified [\[adjust to reflect your unit's needs/include specific contact information\]](#):

- ☐ **Registrar:** [Click or tap here to enter text.](#)
- ☐ **Head of Collections:** [Click or tap here to enter text.](#)
- ☐ **Conservator:** [Click or tap here to enter text.](#)
- ☐ **Curator:** [Click or tap here to enter text.](#)
- ☐ **Exhibits:** [Click or tap here to enter text.](#)
- ☐ **Deputy Director:** [Click or tap here to enter text.](#)

INCIDENT AND DAMAGE

Incident location: [Click or tap here to enter text.](#)

Collection object(s) involved: [Click or tap here to enter text.](#)

Brief summary of incident: [Click or tap here to enter text.](#)

Degree of damage

- ☐ No visible damage noticed.
- ☐ Minor
- ☐ Significant
- ☐ Severe

Damage Discovered

- ☐ In storage
- ☐ In gallery/on display
- ☐ During installation/deinstallation
- ☐ During packing/unpacking
- ☐ In conservation studio
- ☐ During photography
- ☐ Other: [Click or tap here to enter text.](#)

Probable Cause of Damage

- ☐ Inappropriate storage
- ☐ Handling
- ☐ Visitor intentional
- ☐ Visitor unintentional
- ☐ Packing material or system
- ☐ Transit (cart or lift)
- ☐ Transit (truck)
- ☐ Lack of/inappropriate support or mount
- ☐ Water
- ☐ Fire
- ☐ Pests
- ☐ Light
- ☐ Dissociation
- ☐ Unstable Relative Humidity/Temperature
- ☐ Other: [Click or tap here to enter text.](#)

Immediate action taken (triage conducted): [Click or tap here to enter text.](#)

Was object relocated? If so, where to? [Click or tap here to enter text.](#)

POST-INCIDENT

Additional information on incident, cause, and damage: [Click or tap here to enter text.](#)

What was the ultimate cause of the incident? [Click or tap here to enter text.](#)

What corrective action should be taken to address the root cause? [Click or tap here to enter text.](#)

Conservation assessment: Click or tap here to enter text.

Further treatment necessary? Click or tap here to enter text.

AFTER ACTION QUESTIONS

What is the object's status? Click or tap here to enter text.

Was any action taken to mitigate future incidents of this type? Click or tap here to enter text.

Notified parties of result: Click or tap here to enter text.

Closure date: Click or tap here to enter text.