



CENTRAL PHILIPPINE UNIVERSITY
College of Agriculture, Resources, and Environmental Sciences
Jaro, Iloilo City, Philippines 5000

EQUIPMENT INCIDENT AND BREAKAGE REPORT

Instruction: This report must be filed within **24 hours** of any incident involving equipment malfunction, accidental breakage, or loss.

I. Incident Overview

Report Date: _____ **Time of Incident:** _____

Location (Lab Room): _____

Subject/Course (if applicable): _____

Person(s) Involved: _____

II. Item Identification

Item Name/Model	Property Tag No.	Serial Number	Estimated Value

III. Description of Incident

Type of Incident:

☐ Accidental Breakage (Glassware/Small Tools)

☐ Equipment Malfunction (Electronic/Mechanical)

☐ Lost/Missing Item

☐ Chemical Spill/Contamination of Equipment

Detailed Narrative:

(Explain what happened, including any error messages displayed or specific steps being taken at the time of the incident.)

IV. Assessment (To be filled out by Laboratory Technician)

Extent of Damage:

☐ Repairable ☐ Beyond Economical Repair ☐ Missing

Cause of Incident:

☐ Wear and Tear ☐ Misuse/Negligence ☐ Power Surge

☐ Others: _____

Technician's Recommendation:

V. Accountability and Settlement

According to laboratory policy, the cost of replacing or repairing items damaged through negligence is the user's responsibility.

Action Taken:

- ☐ Replacement of the exact item by the user.
- ☐ Payment of current market value to the Business Office (Receipt No: _____).
- ☐ Charged to Department/College Maintenance Fund (For wear and tear).

VI. Signatures

Reported By: _____ Date: _____
(Student/Faculty)

Verified By: _____ Date: _____
(Laboratory Technician)

Noted By: _____ Date: _____
(Dean / Department Head)