



**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.

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### **I. Incident Overview**

**Report Date:** \_\_\_\_\_ **Time of Incident:** \_\_\_\_\_

**Location (Lab Room):** \_\_\_\_\_

**Subject/Course (if applicable):** \_\_\_\_\_

**Person(s) Involved:** \_\_\_\_\_

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### **II. Item Identification**

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

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### **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.)

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**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: \_\_\_\_\_

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**Technician's Recommendation:**

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**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).

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**VI. Signatures**

Reported By: \_\_\_\_\_ Date: \_\_\_\_\_  
(*Student/Faculty*)

Verified By: \_\_\_\_\_ Date: \_\_\_\_\_  
(*Laboratory Technician*)

Noted By: \_\_\_\_\_ Date: \_\_\_\_\_  
(*Dean / Department Head*)