
Board of Survey Report

Report Date: [Date]

Location: [Location]

Conducted by: [Board Members' Names]

Purpose of Survey:

The purpose of this survey was to assess and evaluate [specific equipment, property loss, or incident description], identifying causes, determining accountability, and recommending measures to prevent future occurrences.

Background:

Provide a brief background of the circumstances leading up to the need for this survey. Include any relevant events, issues, or observations that initiated the survey process.

Methodology:

Describe the methods used to conduct the survey, including review of documents, interviews with personnel, physical inspections, and any other investigative techniques employed.

Findings:

Summarize the key findings of the survey, detailing the condition of the items or circumstances under review, any discrepancies found, and possible causes of loss or damage.

Responsibility and Accountability:

Identify any individuals or factors that contributed to the situation. Discuss levels of responsibility and any lapses in protocol, maintenance, or oversight.

Recommendations:

Provide specific recommendations to address the findings of the survey. This may

include measures for improving procedures, safeguarding assets, rectifying identified issues, and any disciplinary actions suggested.

Conclusion:

Conclude the report with a summary of the survey's implications for the organization, emphasizing the importance of implementing the recommendations to improve operations and prevent future losses.

Attachments:

List any documents, photographs, or other materials attached to the report that support the findings and recommendations.

Approval:

[Signature of Board Chairperson]

[Name of Board Chairperson], Chairperson

[Date]

Distribution:

List the individuals or departments to whom the report will be distributed.