

**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.