

Inventory Loss Evaluation Sheet

Date: _____
Location: _____
Department: _____
Evaluator Name: _____

Inventory Loss Details

#	Item Description	SKU/Code	Quantity Lost	Unit	Unit Cost	Total Loss Value	Loss Reason
1							
2							
3							

Total Loss Value: _____

Remarks / Observations

Signatures

Evaluator: _____ Date: _____

Supervisor/Manager: _____ Date: _____

Important Notes

- Ensure all inventory loss incidents are reported promptly for accurate evaluation.
- Support each loss entry with adequate documentation or evidence where possible.
- Review reasons for losses regularly to identify recurring issues and implement corrective actions.
- This document is for internal use and should be stored securely for future reference or audits.
- All signatures and dates are mandatory for form validation.