

Standard Loss Register Document

Company Information

Company Name	
Location/Branch	
Document Period	

Loss Register Table

Date of Incident	Type of Loss	Description	Amount (if any)	Responsible Department	Action Taken	Status	Remarks
2024-05-10	Theft	Missing equipment from storage	800	Warehouse	Reported to security	Closed	Recovered partially
2024-05-15	Damage	Broken glass panel	120	Maintenance	Repaired and replaced	Closed	
2024-06-01	Operational Loss	Production halt due to power outage	1,400	Production	Backup generator installed	Open	Pending investigation

Authorization

Prepared By	Date	Approved By	Date
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Important Notes

- This document should be updated regularly to ensure accurate loss tracking.
- All incidents must be recorded promptly with sufficient detail.
- Maintain supporting documents for all losses reported.
- Review and approve the register periodically by authorized personnel.
- This register helps in identifying patterns and implementing loss prevention measures.