

Site-wise Inventory Loss Register

Site Name: _____
Site Code: _____
Period: _____
Prepared By: _____
Date: _____

Inventory Loss Record

Date	Inventory Item	Item Code	Unit	Quantity Lost	Type of Loss (e.g., Theft, Damage, Expiry)	Reference / Document No.	Remarks
__/__/__	_____	_____	_____	_____	_____	_____	_____
__/__/__	_____	_____	_____	_____	_____	_____	_____
__/__/__	_____	_____	_____	_____	_____	_____	_____

Important Notes

- Record each inventory loss promptly and accurately with supporting documents.
- Investigate and mention the reason for the loss in the "Remarks" column.
- Keep this register updated for regular audits and compliance requirements.
- Ensure only authorized personnel make entries or changes in this register.
- Review this record periodically to track trends and address recurring issues.