

Standard Loss Register Format for Inventory Documentation

Document Details

Document Number	[Enter Document Number]	Date	[dd/mm/yyyy]
Prepared By	[Name & Designation]	Department	[Department Name]
Reviewed By	[Name & Designation]	Location	[Warehouse/Store]

Loss Register Table

S/N	Item Description	Item Code	Batch/Lot No.	Date of Loss	Quantity Lost	Unit of Measure	Reason/Nature of Loss	Reported By
1	[Sample Item 1]	[Code001]	[Batch001]	[dd/mm/yyyy]	[Qty]	[Unit]	[E.g. Damaged, Expired]	[Name]
2	[Sample Item 2]	[Code002]	[Batch002]	[dd/mm/yyyy]	[Qty]	[Unit]	[E.g. Lost in Transit]	[Name]

Important Notes

- Ensure all losses are recorded promptly and accurately for audit purposes.
- Attach supporting documents (e.g., investigation reports, photos) where necessary.
- Reasons for loss must be clearly stated and categorised for effective analysis.
- Loss register should be reviewed and signed by authorized personnel.
- Maintain confidentiality and protect sensitive inventory information.