

# Standard Loss Register Format for Inventory Documentation

## Document Details

<b>Document Number</b>	[Enter Document Number]	<b>Date</b>	[dd/mm/yyyy]
<b>Prepared By</b>	[Name & Designation]	<b>Department</b>	[Department Name]
<b>Reviewed By</b>	[Name & Designation]	<b>Location</b>	[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.