

Defective Goods Loss Summary Sheet

Date: _____
Reference No.: _____
Prepared By: _____
Department: _____
Location: _____
Approved By: _____

Details of Defective Goods

#	Item Description	Item Code	Batch/Lot No.	Quantity	Unit	Unit Cost	Total Loss Value	Reason for Defect
1	Example Product A	PA-12345	B202406-1	10	Pcs	50.00	500.00	Damaged in transit
2	Sample Product B	PB-67890	B202406-4	5	Pcs	120.00	600.00	Manufacturing fault
Total Loss Value:								1,100.00

Remarks:

Prepared By:

Signature & Date
Checked By:

Signature & Date
Approved By:

Signature & Date

Important Notes:

- This summary sheet must be completed promptly upon discovery of defective goods.
- Attach supporting documents such as inspection reports, photographs, and purchase invoices where applicable.
- Ensure all entries and calculations are accurate and supported by evidence.
- Obtain necessary approvals before any disposal or write-off actions are taken.
- Keep a copy of this document for audit and compliance records.