

Product-wise Loss Documentation Format

General Details

Company Name		Date	
Prepared By		Department	

Product-wise Loss Details

Sr. No.	Product Name / Code	Batch No.	Loss Quantity	Unit	Loss Reason	Remarks
1						
2						

Authorized Signatures

Prepared By		Checked By		Approved By	
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Important Notes

- Ensure all product loss entries are supported with valid reasons and documentation.
- Review and verify data accuracy before submission for approval.
- This document serves as an internal reference for audit and process improvement.
- Losses should be reported promptly to relevant authorities as per company policy.
- Maintain this document securely for record-keeping and compliance purposes.