

# Rejection Loss Tracking Sheet

**Date:** \_\_\_\_\_  
**Department/Section:** \_\_\_\_\_  
**Prepared By:** \_\_\_\_\_

S/N	Product/Material Name	Batch/Lot No.	Rejected Qty	Unit	Reason for Rejection	Loss Value	Remarks/Corrective Action
1	Example Product A	LOT12345	15	pcs	Damaged during transit	\$150	Supplier notified for replacement
2	Example Material B	BCH9876	10	kg	Quality below standard	\$60	Material returned to vendor
3							
4							

**Reviewed By:** \_\_\_\_\_  
**Date of Review:** \_\_\_\_\_

**Important Notes:**

- This sheet helps in analyzing patterns and causes of material/product rejections.
- Accurate recording ensures effective corrective and preventive actions.
- Regular review is essential for continuous improvement and loss minimization.
- Maintain all supporting documents (photos, reports) for each rejection entry.
- Data confidentiality and timely reporting should be ensured.