

Standard Loss Sheet for Manufacturing Defects

Document No.: _____

Date: _____

Department: _____

Product/Part Name: _____

Batch/Lot No.: _____

Reported By: _____

Defect Details

S.No	Defect Description	Location/Station	Quantity Affected	Unit of Measure	Detection Date	Remarks

Root Cause Analysis

Analysis Details:

Corrective Actions

Action Description	Responsible Person	Target Date	Status

Approval

Prepared By: _____

Checked By: _____

Approved By: _____

Date: _____

Important Notes

- This document must be completed for every instance of manufacturing defects detected.
- Ensure accuracy in recording defect types and quantities to help with quality improvements.
- Root cause analysis should involve relevant technical staff for correct identification.
- Corrective actions and responsibilities must be clearly defined and tracked.
- All entries should be reviewed and approved by authorized personnel.