

Daily Loss Register Entry

Date:	2024-06-05	Department:	Production
Shift:	Morning	Supervisor:	Jane Smith
Location:	Plant A	Report Ref No.:	DLR-2024-0632

Loss Details

S/No	Time	Type of Loss	Description	Action Taken	Duration (min)	Reported By
1	07:40	Breakdown	Main conveyor stopped due to motor fault	Maintenance called, motor replaced	45	K. Lee
2	09:30	Material Shortage	Insufficient raw material batch	Requested urgent supply, batch expedited	30	P. Kumar
3	12:20	Quality Issue	High rejection of semi-finished units	Quality team investigation initiated	20	S. Tan

Summary / Remarks

All incidents were addressed promptly. Recommendation: escalate recurring conveyor issues with engineering team. Total downtime for the day: 95 minutes.

IMPORTANT NOTES

- Complete this register daily and ensure all incidents are recorded with accurate times and actions.
- This document aids in identifying recurring losses and implementing corrective measures.
- Signatures from concerned supervisors may be required for authenticity.
- Always retain copies for compliance and audit trail purposes.
- Clarify loss types uniformly to support better analysis and reporting.