

Loss Register

Warehouse Name: _____ Location: _____
Register No.: _____ Period: From: _____ To: _____

Loss Register Details

S/N	Date	Item Description	Batch/Lot No.	Quantity Lost	Unit	Reason/Cause
1	____ / ____ / ____	_____	_____	_____	_____	_____
2	____ / ____ / ____	_____	_____	_____	_____	_____

Verified By: _____

Date: ____ / ____ / ____

Approved By: _____

Date: ____ / ____ / ____

Important Notes:

- All incidents of loss must be recorded immediately and accurately.
- Specify the cause of loss wherever possible (e.g., damage, pilferage, expiry).
- Maintain supporting documents for each loss entry for future reference and audits.
- Obtain necessary verification and approval for each loss record.
- Periodically review and reconcile loss data to improve warehouse management.