

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/C
1	____/____/____	_____	_____	_____	_____	_____
2	____/____/____	_____	_____	_____	_____	_____
<div><div>◀</div><div></div><div>▶</div></div>						

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.