

Monthly Loss Register Reporting Format

Company Name: _____

Reporting Month: _____

Department: _____

Prepared By: _____

Date of Report: _____

No.	Date of Loss	Type/Nature of Loss	Location	Estimated Value (USD)	Remarks/Actions Taken
1	_____	_____	_____	_____	_____
2	_____	_____	_____	_____	_____
3	_____	_____	_____	_____	_____
4	_____	_____	_____	_____	_____

Important Notes:

- All reported losses must be supported by relevant documents and evidence where applicable.
- Ensure each loss entry includes date, description, and estimated value for accurate tracking.
- This document should be reviewed and approved by the respective department head monthly.
- Any corrective actions taken should be clearly mentioned in the remarks section.
- Maintain confidentiality of sensitive information related to reported losses.