

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.