

Standard Loss Register Document

Document No.: _____

Date Issued: _____

Department: _____

Prepared By: _____

Reviewed By: _____

Approved By: _____

Loss Register Table

Date of Loss

Description of Loss/Event

Reference/Incident No.

Estimated Amount of Loss

Action Taken/Remarks

Status

Important Notes

- Ensure each loss event is recorded promptly and accurately.
- Attach supporting documents where applicable.
- Regularly review and update the register for completeness.
- Review by responsible personnel is mandatory before final approval.
- All confidential and sensitive data must be handled according to company policies.