

Waste and Loss Record Form

Stock and kitchen · Event-based

Record details

Business name

Date / time

Reported by

Approved by

Waste items

Product / raw material	Quantity	Unit	Reason	Value (TRY)

Closing confirmation

Question	Yes	No	Initials	Notes
Was the reason stated clearly?	☐	☐		
Was the spoiled product disposed of?	☐	☐		
Was the complimentary item approved by a manager?	☐	☐		
Will it be entered on the stock card?	☐	☐		
Was the week checked for a recurrence of the same waste?	☐	☐		

Explanation

Signature

Reporter's signature

Manager's signature

Time

This form is a checklist for training purposes. It does not change your municipal, food registration, or occupational health obligations. Confirm local requirements in writing.