

MANUFACTURING SCRAP AND WASTE INVENTORY LOGBOOK

FACILITY / LOCATION

DEPARTMENT / SECTION

LOG PERIOD (FROM - TO)

BOOK / SHEET NO.

NO.	DATE	MATERIAL DESCRIPTION / PART NUMBER	SOURCE DEPT.	SCRAP / WASTE TYPE	QUANTITY	UNIT	DISPOSITION / METHOD	LOGGED BY	VERIFIED BY
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									

INVENTORY CONTROLLER SIGNATURE

PRODUCTION SUPERVISOR SIGNATURE

DATE OF REVIEW / RECONCILIATION