



International
Services



Form Title: Loss/Damage/Adjustment (L/D/A) Report (FO-9)

Purpose: This form is used anytime there is a change in commodity inventory outside of distribution or receipt. This form is most commonly used to report losses and damages while commodities are under ARC control. In the rare case the report is also used to show when there is an addition to commodities above what is shown on transport documentation. This would most commonly be “over-landed commodities” which are not included on the Bill of Lading.

Timetable: This form must be completed and attached to all necessary documentation when an L/D/A occurs. This form should be attached to waybills or inventory forms as necessary.

Submission: This form should be printed in quadruplicate. The original copy must be attached to accompanying documentation, the second copy is retained by the originator of the document, the third copy is retained at the ARC delegation office. The final copy is forwarded to HQ for proper routing and distribution. This form will be extremely critical in the accounting audit and reconciliation process.

Directions:

AP #- Same as previous forms.

AP Name- Same as previous forms.

L/D/A #- This is a locally produced number. The L/D/A number should be sequential and have certain tracking characteristics. For example the number could have two characters for location and then sequential from there forward. It is important the numbers are sequential and tracked to facilitate commodity tracking. There should never be two L/D/As with the same number. If an L/D/A is completed in error the L/D/A should be voided and retained not destroyed

B/L or Waybill #- This is the number from the original documentation. For example if the loss occurred prior to ARC receipt i.e. aboard a vessel the Bill of Lading or Through Bill of Lading # should be used. If the loss is discovered on a truck transporting commodities from one ARC warehouse to another the Waybill # should be used.

Carrier Name- Self-Explanatory. This is the name of the transport company.

Truck/Trailer # This is the marking on the transporting vehicle. If commodities are transported by a tractor trailer or similar vehicle where the engine separates from the trailer it important to always get the trailer number.

Donor- The agency, organization or PVO which is providing the commodity.

Date of Report- This is the day the report is identified and the L/D/A is completed. L/D/As must be completed immediately upon identification of loss.

Commodity- Self-explanatory. This is the commodity lost or damaged.

Unit- The unit is the packaging i.e. 50 Kg sack, 208 L Drum or 4L tin.

Date L/D/A Discovered- Self-explanatory.

Place L/D/A Discovered- This can be a warehouse, distribution store or on board a truck.

of Units – The form is designed to track the number of units lost and/or damaged. This column will be used for that purpose.

Unit Weight Kgs or Ltrs- This is the net weight for a package in good condition i.e 50 Kgs for a sack of wheat flour or 4 Ltrs for a tin of oil.

Total Weight Kgs or Ltrs- This is total amount lost or damaged. It is not sufficient to simply multiply the # of units by the unit weight because each unit lost or damaged may not be to full weight. Therefore if some of the commodity lost was not to full weight that adjustment should be made in this category.

Total Excess Receipts- This row is used in the case where more commodity arrives than what is documented on the transport documentation. This can occur on Bills of Lading due to ship's conveyance or on Waybills where a counting error occurred.

Quantity Delivered Short- This row is used in the case where less commodity arrives than what is documented on the transport documentation. This can occur on Bills of Lading due to ship's conveyance or on Waybills where a counting error occurred or theft in both cases.

Quantity Missing in Warehouse- Self-explanatory. This can also be used for other physically secure locations like containers or a distribution store.

Other Shortages- Any losses/shortages which do not fit into the above categories are to be indicated here. If this row is used and explanation must be included.

Total Shortages- This row is automatically calculated by the spreadsheet.

Quantity received Damaged- This row is for commodities which arrived wet spoiled infested etc. during transport. In the event of damaged commodity this should include the gross damaged amount. Any amount recovered will be entered in below.

Quantity Damaged in Warehouse – This row is for commodities which were damaged due to wet, spoilage infestation while in ARC warehouses, distribution stores etc. In the event of

damaged commodity this should include the gross damaged amount. Any amount recovered will be entered in below.

Other Damages:- Any damages which do not fit into the above categories are to be indicated here. If this row is used an explanation must be included. In the event of damaged commodity this should include the gross damaged amount. Any amount recovered will be entered in below.

Total Shortages- This row is automatically calculated by the spreadsheet.

Total Quantity Recovered - This is the amount recovered after reconstitution. Often when there are damages due to loss the loss is only partial. Any commodity recovered from damaged packaging should be entered on this row.

TOTAL LOSSES - This row is automatically calculated by the spreadsheet.

Other details of Loss, Damage or Misuse and Actions taken to Recover: This section should be used to provide narrative explanation for the loss/damage. The ARC auditors and donors will review this section for justification and corrective action regarding the loss/damage.

This is to certify the above commodity is unfit for human consumption- In the event commodities are declared unfit and must be destroyed this section must be completed. If this section is used, an independent report from a health professional must be attached.

This authorizes the removal of - When commodities are removed from inventory this section must also be completed. With the completion of this section adjustments will be made in various inventory registers.

Report By:- This is the employee responsible for completing the report.

Approved By – Because this report authorizes the removal of commodity from inventory it must be approved by senior/management level personnel in-country.