

**BREAKAGE AND LOSS CONTROL CHART****Purpose :**

To record and monitor each outlet's breakage and loss.  
To identify problem areas.

**Procedure :**

It is the responsibility of every staff member in the outlet to report any breakage or losses.

Each breakage should be recorded by the respective employee in the breakage record log book stating the value of the breakage.

The broken items should be placed in an area away from service and collected daily by the Stewarding Department.

A Breakages and losses also need to be reported in the kitchen logbook with all the necessary explanations.

Staff who persistently continue to break equipment should be reprimanded and corrective action taken. Corrective action may comprise of further training on how to use the equipment.

**Persons Responsible :**

All outlet Managers  
Executive Sous Chef  
Senior Sous Chef  
Chief Stewarding  
All service staff