



## Stock spot check (monthly)

Record physical count on stock card (report in red or other identifiable format)

Update the stock report with confirmed physical quantities

Seal and strap counted boxes/pallets

Agree required corrective actions and record in stock spot check report

File stock spot check report

## 100% stock check (twice yearly)

Reconcile physical count with stock cards, highlighting and investigating discrepancies (use GRNs, waybills and archived stock requests to investigate)

Agree required corrective actions and record in stock take report

Prepare stock take report, submit to Head of Logistics and stock owners

File stock take report