

Stock spot check (monthly)

-90 days

Inform stock owner of items to be counted and the date of the stock spot check.

-30 days

Ask for no movement of these items on selected date (provide 'last order' deadline)

-15 days

Make sure all orders for items included in the next spot check are in and ready for preparation. They must be delivered before the date of the stock take.

-5 days

Prepare the counting document

-1 day

Update stock report with latest stock movements of counted items

100% stock check (twice yearly)

Invite Finance and programme business partners to join the count

Inform all stakeholders about service interruption

Confirm counters' attendance

Remind stock owners about closure of warehouse

Prepare stock take brief

Prepare the counting document

Update stock report with latest stock movements

Prepare stationary items needed for stock take

Make sure all units of same items are stored together (group same items together)