

Stock spot check (monthly)

Locate items to be counted

Record a physical count on the stock take sheet (theoretical stock should not be included).

Mark all counted boxes (colour code or date-stamp).

Reconcile physical count with stock cards, highlighting and investigating discrepancies (use GRNs, donation certificates, waybills and stock requests in archive).

Fill out a stock spot check report and submit to the warehouse manager and stock owner.

100% stock check (twice yearly)

Make sure no order preparation is pending. If necessary, update the stock reports with latest stock movements.

Brief counters on their role and allocate counting responsibilities.

Distribute counting sheets. Theoretical stock should not be visible on the stock take sheet, and blank lines should be added to record additional items if needed

Make sure counters open every box they have been asked to count, unless a box's content has been counted during a stock spot check.

Make sure all counting sheets are handed to the warehouse manager and signed off by counters.