SOP WAREHOUSESOP

FREE PRINTABLE CHECKLIST

Inventory Accuracy Program Checklist

Best practice: no regulation governs this procedure, so none is cited.

FACILITY	AREA OR EQUIPMENT ID	DATE	SHIFT
INSPECTED BY (PRINT)		SIGNATURE	

1. Procedure checks

Tick each step as it is done, in this order.

DONE	CHECK	NOTES
☐	Transact every move as it happens, where it happens	
☐	Verify at the touch: receipt, putaway, pick, pack, return	
☐	Blocked by the system? Raise an exception, never force it	
☐	Code every adjustment to the process that failed	
☐	Read accuracy only with its definition and coverage beside it	
☐	Work the top of the Pareto; assign causes to process owners	
☐	Route persistent causes into CAPA and verify in the data	
☐	Report clients from the same numbers you manage by	

2. Compliance checks

Tick each item that is in place.

DONE	CHECK	NOTES
☐	Every reported accuracy figure states its metric basis, population, period, and count coverage, and is measured on absolute variance from first count results	
☐	Accuracy targets are set and reported by area and by client, with client contract metrics honored where they exist	
☐	Every adjustment posted in the period carries a root cause code, and the unexplained code share is tracked and within its threshold	
☐	The monthly Pareto review ran, top causes are assigned to process owners, and persistent causes have open corrective actions with effectiveness measured in the accuracy data	
☐	Verification controls are in place and audited at receiving, putaway, picking, packing, replenishment, and returns	
☐	No negative balance workarounds or unlogged moves: blocked work raises an exception to inventory control instead of a workaround	

☐	Client accuracy reporting reconciles to the internal metrics and went out on the contractual cadence, with misses communicated with cause and corrective action	
☐	Adjustment approval authority stayed within the inventory adjustment and reconciliation procedure, with this program reviewing the pattern only	

WARNINGS

Never force a transaction through a negative balance: the negative is the evidence

Never blend event driven counts into scheduled accuracy without saying so

A cause is closed when its Pareto share falls and stays down, not when an action is taken

SUPERVISOR REVIEW

REVIEWED BY (SUPERVISOR)	SIGNATURE	DATE