SOP WAREHOUSESOP

FREE PRINTABLE CHECKLIST

Inventory Adjustment and Reconciliation Checklist

Regulation: 29 CFR 1910.176(a)

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
☐	Settle the physical count first, including any required recount	
☐	Trace the transactions before you assume a loss	
☐	Go to the location and physically verify what is there	
☐	Build the evidence package, then pick the root cause code	
☐	Code the process that failed, not the count that found it	
☐	Route to the approval tier the value and type require	
☐	Post only after approval, in the period it belongs to	
☐	Fix the shelf too: label, restack, replenish, or report it	

2. Compliance checks

Tick each item that is in place. The citation after an item is the paragraph that requires it.

DONE	CHECK	NOTES
☐	Aisles and cross aisles used for physical variance research stay clear, passable, and in good repair **29 CFR 1910.176(a)**	
☐	Floors in areas being researched are kept clean, dry, and free of debris, spills, and protruding objects, and any unsafe condition is corrected before research continues **29 CFR 1910.22(a)**	
☐	Every adjustment carries a completed evidence package, a root cause reason code, and an approval from someone who did not count or prepare it	
☐	Approval tiers are enforced in the system by value and by adjustment type, and adjustment permissions are restricted to named roles and reviewed on a set cadence	
☐	The perpetual inventory is reconciled to the financial record each period, differences are explained rather than absorbed, and adjustment records are retained unaltered for the full retention period	

WARNINGS

Never post an adjustment to clear a queue, a metric, or an order

Never approve an adjustment you counted or prepared

Never delete an adjustment: reverse it with a new approved entry

Never plug an unexplained difference to make the period close

SUPERVISOR REVIEW

REVIEWED BY (SUPERVISOR)	SIGNATURE	DATE