✔ ChecklistGuro

Inventory Accuracy Audit (Cycle Count) Checklist

Planning & Preparation

Ensuring proper planning and setup before commencing the cycle count.

Cycle Count Date

Enter date...

Cycle Count Type

☐ Manual Count

☐ Weighted Count

☐ Random Count

Location Type

☐ Warehouse

☐ Distribution Center

☐ Staging Area

☐ Cross-Dock

Number of Items to be Counted

Enter a number...

Product Categories Included in Cycle Count

- ☐ Raw Materials
- ☐ Finished Goods
- ☐ Packaging Materials
- ☐ Spare Parts

Specific Count Instructions (if any)

Write something...

Team Lead

Count Execution

Detailed steps for physically counting inventory and recording data.

Storage Location Counted

📍 Set My Current Location

Item Quantity Counted

Enter a number...

Lot Number (if applicable)

Enter a number...

Item Description (Verify)

Write something...

Condition of Item (Physical Inspection)

☐ Excellent

☐ Good

☐ Damaged

☐ Obsolete

Notes on Item Condition/Other Observations

Write something...

Date of Count

Enter date...

Time Of Count

Data Reconciliation

Comparing physical counts with system records and investigating discrepancies.

System Quantity

Enter a number...

Physical Count

Enter a number...

Quantity Variance

Enter a number...

Variance Type (Over/Under)

- [ ] Over
- [ ] Under
- [ ] No Variance

Discrepancy Notes (if applicable)

Write something...

Resolution Status

- [ ] Investigated
- [ ] Resolved
- [ ] Pending Investigation

Resolution Details (if resolved)

Write something...

Root Cause Analysis

Identifying and documenting reasons behind inventory inaccuracies.

Describe the initial discrepancy observed (e.g., item, quantity difference)

Write something...

Possible Root Causes (Select all that apply)

- [ ] Receiving Errors
- [ ] Picking Errors
- [ ] Packing Errors
- [ ] Shipping Errors
- [ ] Data Entry Errors
- [ ] System Integration Issues
- [ ] Process Breakdown
- [ ] Lack of Training
- [ ] Damage/Loss
- [ ] Theft

Detailed explanation of the identified root cause(s).

Write something...

Estimated monetary value of the inventory discrepancy.

Enter a number...

Severity Level of the Root Cause (Impact on Operations)

☐ Low

☐ Medium

☐ High

Supporting documentation/evidence to validate the root cause (e.g., receiving reports, screenshots).

Write something...

Date the issue was first identified (if known).

Enter date...

Corrective Actions & Improvements

Implementing changes to prevent future inventory errors.

Describe specific process changes implemented to address identified errors.

Write something...

Target reduction in cycle count discrepancy rate (percentage).

Enter a number...

Which areas of training are required for staff?

☐ Receiving Procedures

☐ Putaway Procedures

☐ Picking Procedures

☐ Cycle Counting Procedures

☐ WMS System Navigation

☐ Barcode Scanning

☐ Inventory Management Principles

Was a change made to the bin location strategy?

☐ Yes

☐ No

☐ Needs Further Investigation

Date of implementation for corrective actions.

Enter date...

Describe any changes to WMS configuration or system integration.

Write something...

Upload supporting documentation (e.g., revised SOPs, training materials).

⬆ Upload File

Number of staff members retrained on revised procedures.

Enter a number...

Documentation & Reporting

Maintaining records of the audit process and reporting findings.

Audit Start Date

Enter date...

Audit End Date

Enter date...

Summary of Findings

Write something...

Total Items Counted

Enter a number...

Number of Discrepancies Found

Enter a number...

Overall Accuracy Rating (e.g., Excellent, Good, Fair, Poor)

☐ Excellent

☐ Good

☐ Fair

☐ Poor

Supporting Documentation (e.g., photos, reconciliation sheets)

⬆ Upload File

Recommendations for Process Improvement

Write something...

Auditor Signature