



# Manufacturing Inventory Control Checklist Template

 Show only Checklist

Display Style  
Default 

## Receiving & Inspection

Verify incoming shipments against purchase orders and inspect for damage or discrepancies.

### Purchase Order Number

### Quantity Ordered



### Quantity Received

Enter a number...

### Condition of Packaging

- Excellent
- Good
- Damaged
- Compromised

### Discrepancies Found

- Shortage
- Overage
- Damage
- Incorrect Item
- None

### Description of Discrepancies (if any)

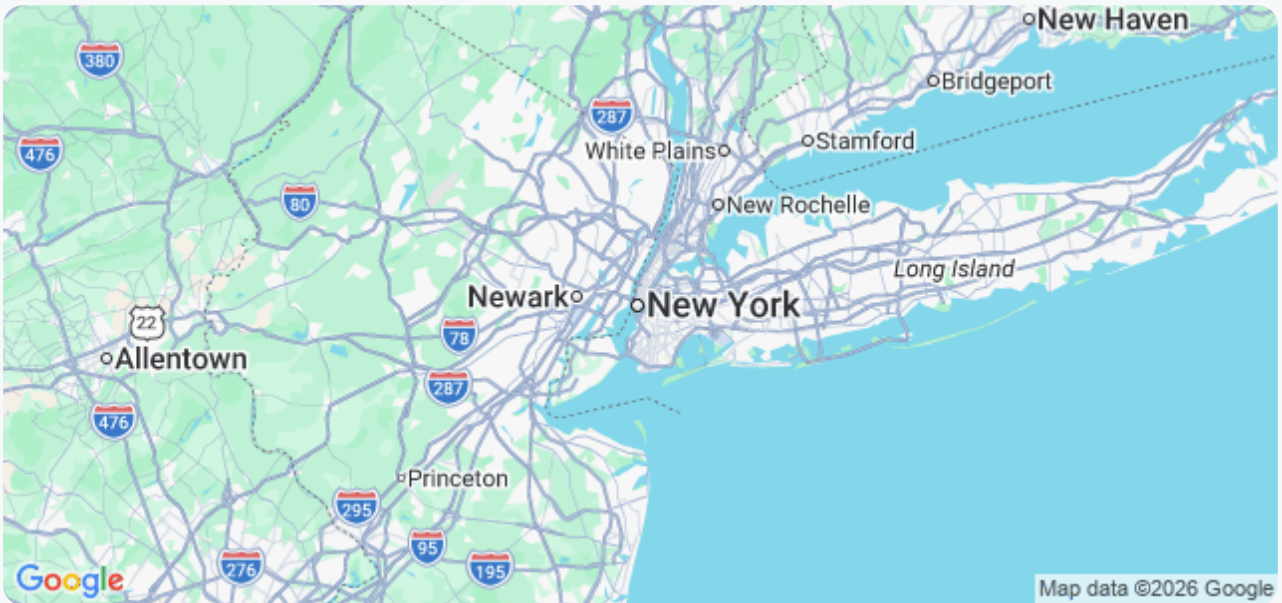
Write something...

## Date of Receipt

Enter date...

## Receiving Dock/Area

 [Set My Current Location](#)



## Photo Documentation (if applicable)

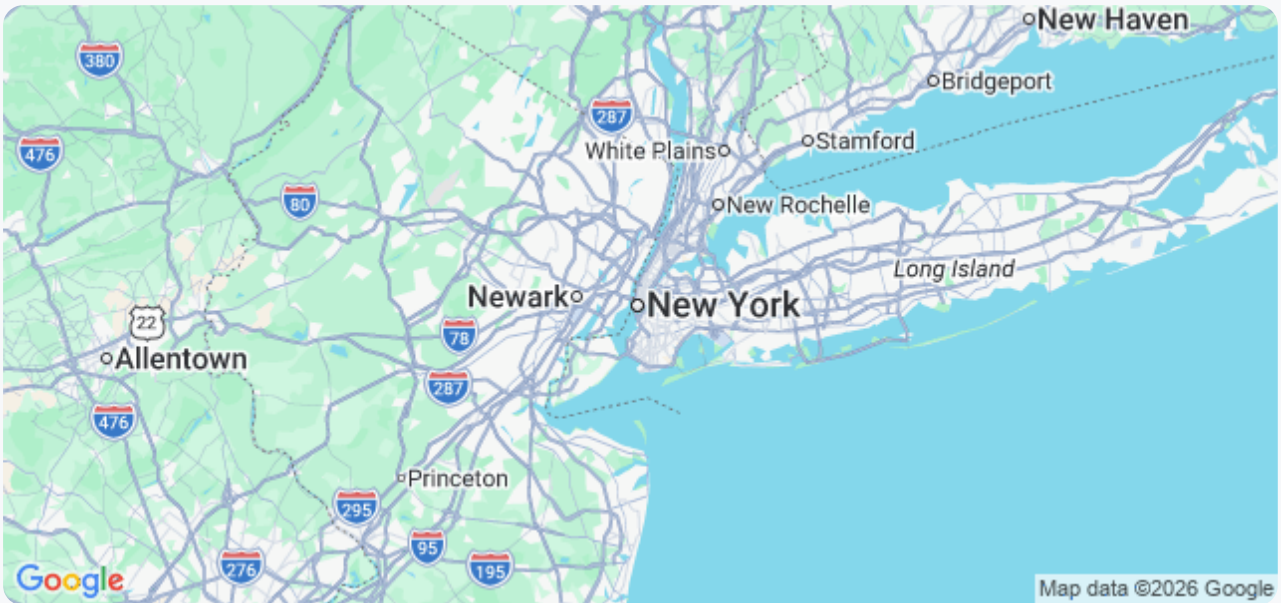
 [Upload File](#)

# Storage & Location Accuracy

Confirm inventory is stored in designated locations and locations are accurately reflected in records.

## Verify Location Code on Bin

 [Set My Current Location](#)



## Quantity Confirmed

Enter a number...

### Condition of Bin/Shelf

- Good
- Damaged
- Requires Repair

### Accessibility of Item

- Easily Accessible
- Obstructed
- Blocked

### Notes on Storage Conditions (e.g., temperature, humidity)

Write something...

### UOM Discrepancy (if any)

Enter a number...

## Cycle Counting - Raw Materials

Regularly count a subset of raw material inventory to identify and correct errors.

### Material Part Number

Enter a number...

### Quantity on Record

Enter a number...

### Quantity Counted

Enter a number...

### Discrepancy Found?

Yes

No

### Discrepancy Notes (if applicable)

Write something...

### Resolution Required?

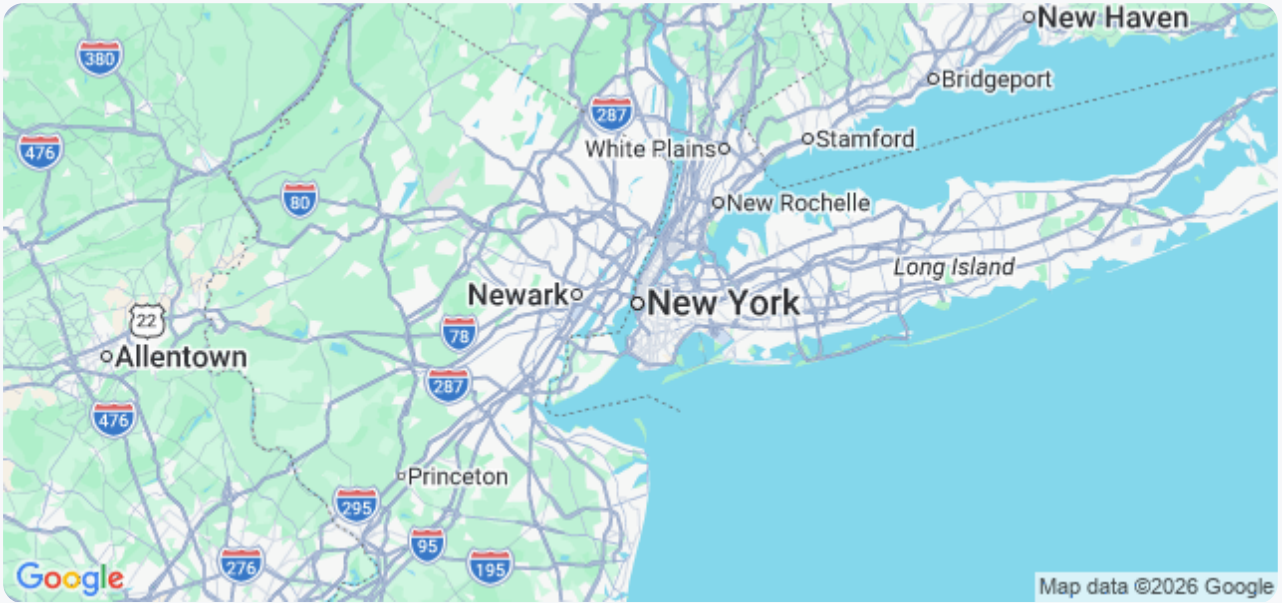
Yes

No

## Count Date

## Material Location

 [Set My Current Location](#)

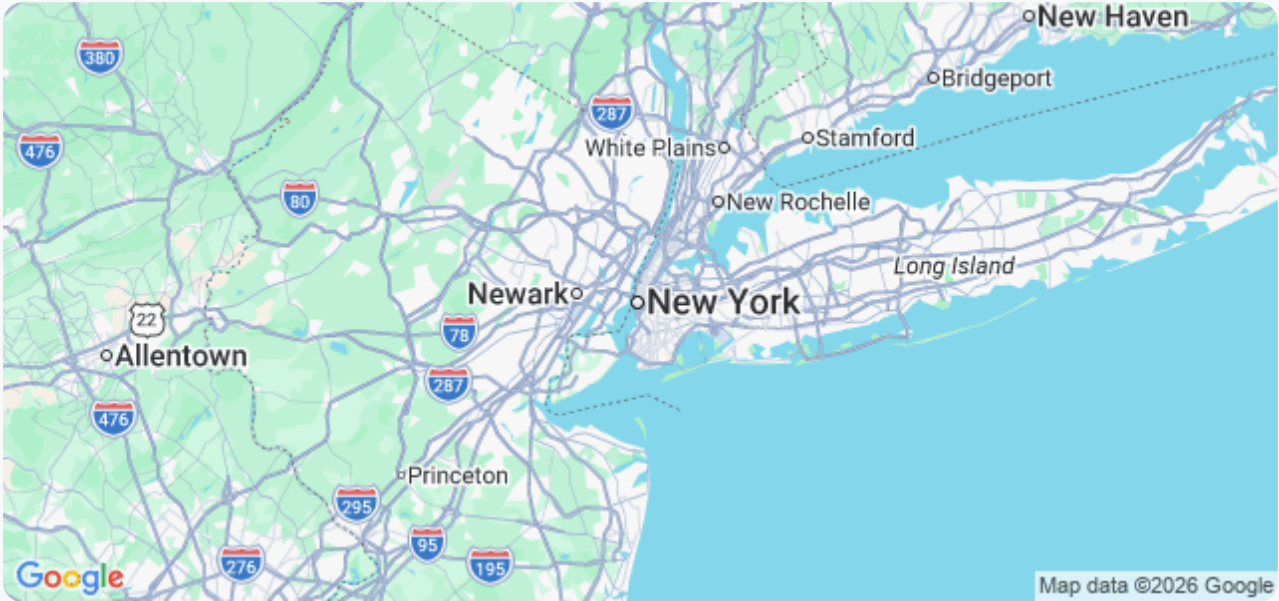


# Cycle Counting - Work-in-Progress (WIP)

Cycle count WIP at various stages of production.

## Work Center Location

 [Set My Current Location](#)



## Part Number

Enter a number...

## Quantity Counted

Enter a number...

### Quantity System Shows

### Discrepancy Found?

 Yes No

### Discrepancy Notes (if applicable)

### Cycle Count Date

### Cycle Count Time

## Cycle Counting - Finished Goods

Cycle count finished goods inventory.

### Finished Goods Item Code

### **System Quantity**

Enter a number...

### **Physical Count**

Enter a number...

### **Discrepancy?**

Yes

No

### **Discrepancy Notes (if applicable)**

Write something...

### **Lot Number (if applicable)**

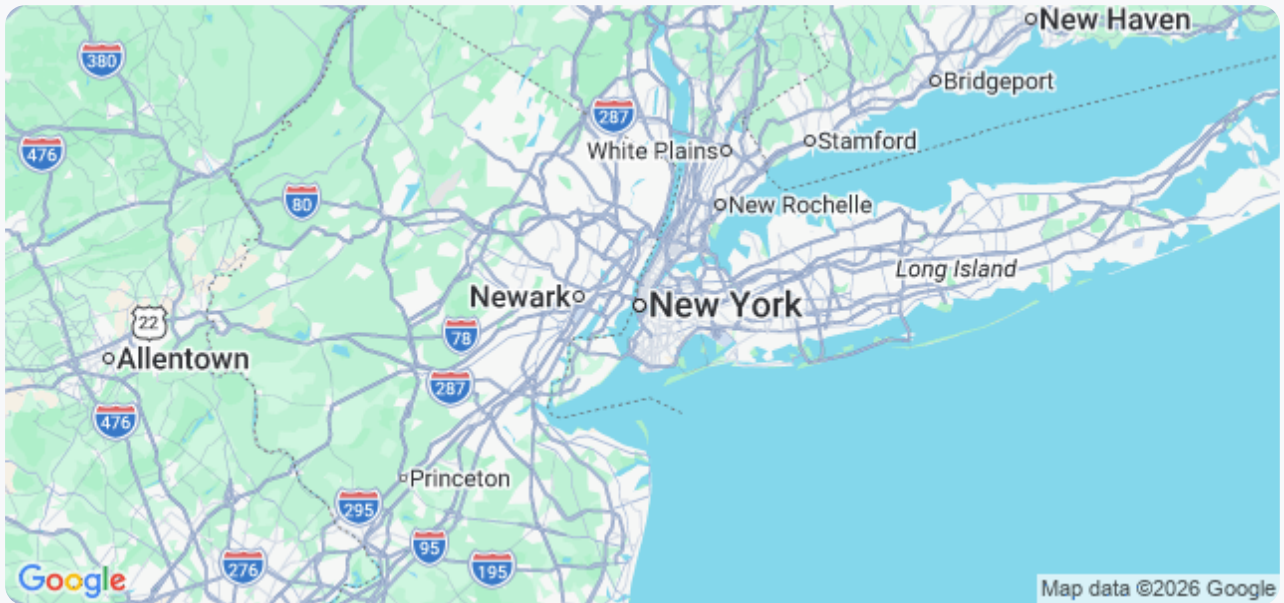
Enter a number...

## Cycle Count Date

Enter date...

## Location of Item

 [Set My Current Location](#)



## Condition of Goods?

- Good
- Damaged
- Expired

# Obsolete & Slow-Moving Inventory

Identify and assess obsolete or slow-moving inventory for potential disposal or adjustments.

## Description of Item

Write something...

## Quantity on Hand

Enter a number...

## Date Item Last Moved/Used

Enter date...

## Reason for Slow/Obsolete Status

- Change in Demand
- Product Discontinued
- Technological Obsolescence
- Quality Concerns
- Other

### Recommended Action

- Liquidation/Sale
- Discounted Sale
- Donation
- Scrap/Dispose
- Hold/Re-evaluate

### Estimated Salvage Value

Enter a number...

## Inventory Record Accuracy

Compare physical inventory counts to system records and investigate discrepancies.

### Physical Count for Item A

Enter a number...

### System Quantity for Item A

Enter a number...

**Difference (Physical - System) for Item A**

Enter a number...

**Explanation of Discrepancy for Item A**

Write something...

**Discrepancy Resolved?**

Yes

No

**Date of Resolution**

Enter date...

**Resolution Notes (if applicable)**

Write something...

### Adjusted System Quantity (if applicable)

Enter a number...

### Corrected by:

- Inventory Clerk
- Production Supervisor
- Other

## Safety Stock Levels

Review and adjust safety stock levels based on demand and lead times.

### Current Safety Stock Level - Raw Material A

Enter a number...

### Target Safety Stock Level - Raw Material A

Enter a number...

### Rationale for Adjustment (if any)

Write something...

### Current Safety Stock Level - Finished Good B

Enter a number...

### Target Safety Stock Level - Finished Good B

Enter a number...

### Demand Pattern for Product C

- Stable
- Increasing
- Decreasing
- Seasonal

### Lead Time (days) - Supplier X

Enter a number...

## Lot/Serial Number Tracking

Verify proper lot/serial number tracking for traceability.

### Lot Number (Item 1)

Write something...

### Serial Number (Item 1)

Write something...

### Quantity Received (with Lot/Serial)

Enter a number...

### Notes on Lot/Serial Number Condition (e.g., expiration date, damage)

Write something...

### Lot Status (Active, Quarantine, Expired)

- Active
- Quarantine
- Expired

### Expiration Date (if applicable)

Enter date...

## Documentation & Reporting

Confirm all inventory transactions are properly documented and reported.

### Audit Date

Enter date...

### Audit Start Time

Enter time...

### Audit End Time

Enter time...

### Total Inventory Items Counted

Enter a number...

### Number of Discrepancies Found

Enter a number...

### Summary of Discrepancies & Corrective Actions

Write something...

### Audit Findings Overall Status

- Acceptable
- Minor Issues
- Significant Issues

### Supporting Documentation (e.g., Inventory Reports)

 Upload File

