✅ ChecklistGuro

MRP Inventory Control Checklist

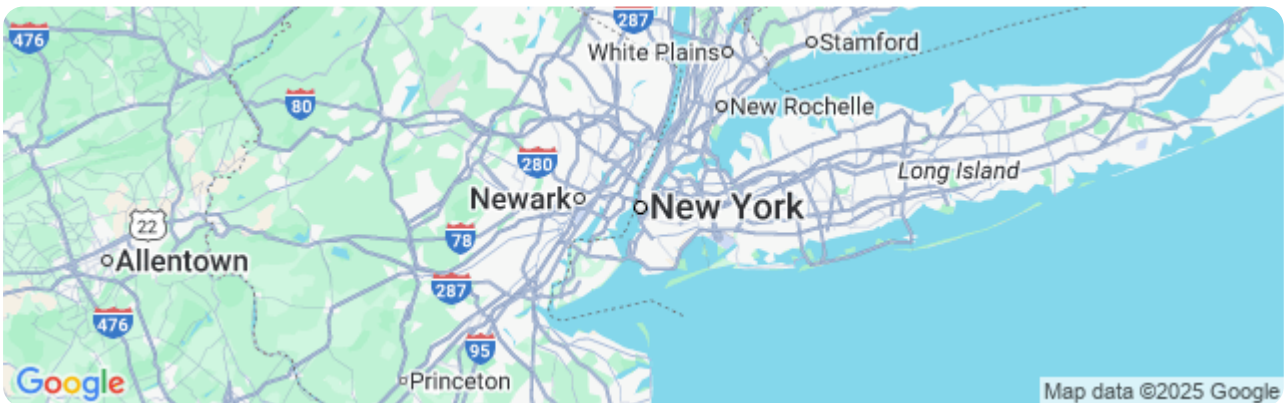## Inventory Accuracy Verification

Ensuring on-hand quantities match system records.

Physical Inventory Count Variance (%)

Enter a number...

Last Physical Inventory Date

Enter date...

Location of Physical Count

📍 Set My Current Location

Number of Discrepancies Found

Enter a number...

Description of Significant Discrepancies

Write something...

Root Cause Analysis Performed?

☐ Yes

☐ No

Date of Next Scheduled Inventory Accuracy Check

Enter date...

Safety Stock Level Review

Assessing and adjusting safety stock levels to optimize service and cost.

Current Safety Stock Level (Item A)

Enter a number...

Average Daily Demand (Item A)

Enter a number...

Lead Time (Days) (Item A)

Enter a number...

Service Level Target (%)

Enter a number...

Rationale for Safety Stock Adjustment (Item A)

Write something...

Safety Stock Calculation Method

☐ Historical Data

☐ Statistical Forecasting

☐ Vendor Guidance

Last Safety Stock Review Date

Enter date...

Proposed New Safety Stock Level (Item A)

Enter a number...

Cycle Count Procedures

Validating and improving cycle counting processes.

Cycle Count Frequency (Days)

Enter a number...

Cycle Count Method

- ☐ Random
- ☐ ABC Analysis
- ☐ Stratified
- ☐ Fixed Schedule

Cycle Count Procedure Documentation

Write something...

Target Count Accuracy (%)

Enter a number...

Last Cycle Count Review Date

Enter date...

Items Included in Cycle Count (Sample)

- ☐ Raw Materials
- ☐ Work-in-Progress
- ☐ Finished Goods
- ☐ Packaging Materials

Deviation Handling Process

Write something...

Cycle Counter Signature

Obsolete Inventory Management

Identifying and disposing of obsolete or slow-moving inventory.

Estimated Quantity of Obsolete Inventory

Enter a number...

Description of Obsolete Inventory

Write something...

Date Inventory Became Obsolete

Enter date...

Reason for Inventory Obsolescence

Write something...

Proposed Disposition Method

☐ Scrap

☐ Donation

☐ Sale (Discounted)

☐ Return to Vendor

Notes/Comments on Disposition

Write something...

Target Disposal Date

Enter date...

Lot Traceability Validation

Confirming the effectiveness of lot traceability systems.

Lot Number Start Range

Enter a number...

Lot Number End Range

Enter a number...

Last Traceability Test Date

Enter date...

Traceability Test Procedure Description
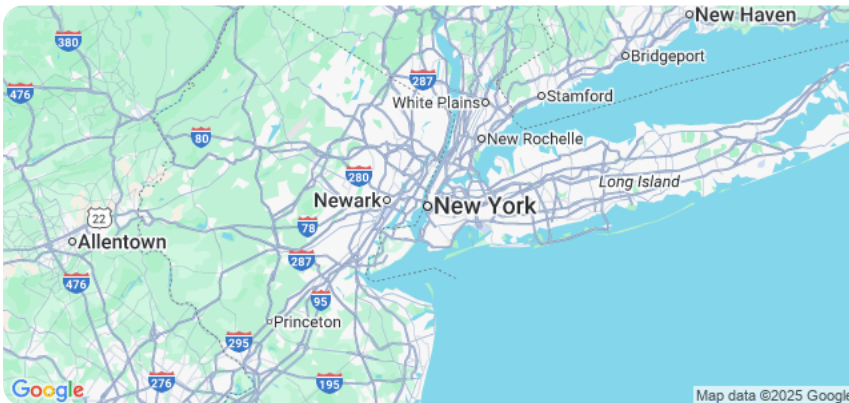
Write something...

Traceability Test Report

⬆ Upload File

Verification Method

☐ Manual

☐ Automated

Traceability Test Location

📍 Set My Current Location

Tester Signature

Inventory Aging Analysis

Analyzing inventory age to identify potential issues and inefficiencies.

Number of Days Inventory has Aged

Enter a number...

Percentage of Inventory > 90 Days Old

Enter a number...

Percentage of Inventory > 180 Days Old

Enter a number...

Root Cause Analysis Category

- [ ] Demand Fluctuation
- [ ] Obsolescence
- [ ] Forecasting Error
- [ ] Production Delay
- [ ] Other

Last Review Date

Enter date...

Action Plan & Notes

Write something...

Value of Inventory > 180 Days

Enter a number...

Warehouse Layout and Efficiency

Evaluating warehouse layout and processes for optimal material flow.

Average Picking Time (minutes)

Enter a number...

Warehouse Utilization Rate (%)

Enter a number...
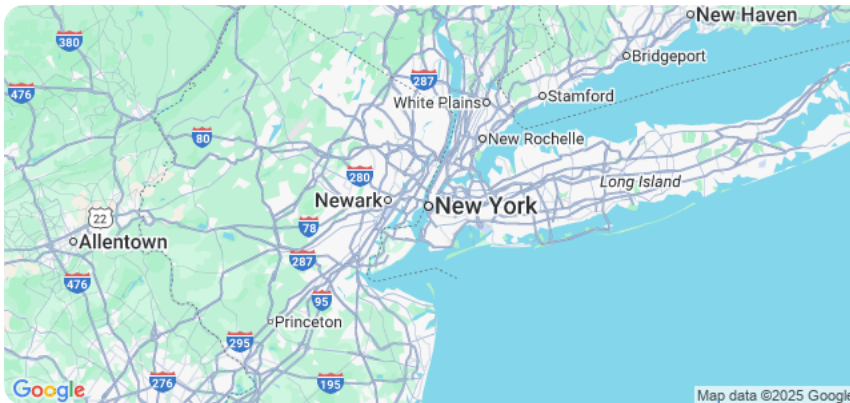
Description of Current Aisles and Flow

Write something...

Material Handling Equipment Used

☐ Forklifts

☐ Pallet Jacks

☐ Conveyor Systems

☐ Automated Guided Vehicles (AGVs)

High-Throughput Zones Identified

📍 Set My Current Location

Map data ©2025 Google

Proposed Layout Improvements

Write something...

Walking Distance for Common Tasks (feet)

Enter a number...

Inventory Record Reconciliation

Regular reconciliation of inventory records with physical counts.

Reconciliation Date

Enter date...

Beginning Inventory Count

Enter a number...

Ending Inventory Count

Enter a number...

Received Quantity

Enter a number...

Issued Quantity

Enter a number...

Adjustments (if any)

Enter a number...

Explanation for Discrepancies (if any)

Write something...

Prepared By