





Operation/Task:	Inventory Control / Cycle Counting			Equipment:	N/A
Owner:	Distribution Manager	Date Created:	4/9/2015	Department:	Distribution
		Revision History:	See last page		

ALERTS (see below): Critical Step  Quality Check  Tip  Team Safety 

Purpose: This SOP/work instruction purpose is to maintain inventory integrity through cycle counts, profiling products based on usage, establishing efficient warehouse layout.

Step #	Alerts	Step Description - "What to Do"	"How to Do it"	"Why to Do it"
1		Identify what customers/products to count.	Run PrintStream physical count program report.	To ensure our inventory system count matches physical count.
2		Perform physical count on selected customers.	Go to location and verify count. Can be done by hand, scale or inch count.	
3		Report findings in excel cycle counting spreadsheet. - Document customers/products that were counted - Document accuracy numbers		
4		Research WHY discrepancies occurred.	Document findings in cycle counting spreadsheet.	

Notes:

If a quality concern is found follow Non-conforming Product SOP (NCP001).

Definitions:

Revision History	Description of Changes	Requested by	Date
Rev 1	Revised SOP to new format	Rob Koosmann	4/9/15
Rev 2	Added Revision History table	Rob Koosmann	8/1/16
Rev 3	Updated to current SOP format; changed GLS to ENPOINTE if present; changed font to Arial; manager reviewed for changes – none made.	Rob Koosmann	3/21