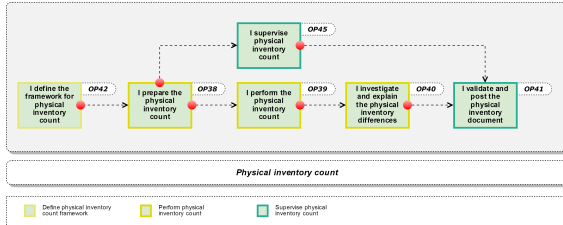


# OP.045

## I supervise physical inventory count

Process: [Inventory Valuation](#)

Responsibility area: [Physical inventory count](#)



Scope

WW

Frequency

To be deliver once a year

References

- [OP.045](#)
- [OP.045](#)

Attachments

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[OP.038](#) << I supervise physical inventory count >> [OP.041](#)

### Guideline

At the end of and during the inventory count process, the finance responsible assigned and the inventory manager walk through the warehouse and visually inspect that a count tag is attached to every inventory item to check that all inventory items have been counted and also ensure that the inventory is not counted twice.

1. After each warehouse count, the Finance responsible assigned prepares an inventory report that includes:

- A physical inventory summary description (inventory type, scope, coverage rate, list of adjustment...)
- A list of the people who participated to the count
- An explanation of the most significant variances in quantity/ value (above the fixed threshold)
- A signature (hand written or by mail) of the report by all the people having responsibilities in the count (supervisors of counting team and of key-punching team, inventory manager)
- Validation by the Finance Manager or the Business Controller, the plant manager and the Enterprise Supply Chain Director when the sum of the adjustment is above a threshold defined in the procedure

2. Every month, the Finance responsible assigned prepares a "cycle counts monthly recapitulative report" that includes:

- An explanation of the most significant variances in quantity/ value (above the fixed threshold)
- Validation by the Finance Manager or the Business Controller, the plant manager and the Enterprise Supply Chain Director when the sum of the adjustment is above a threshold defined in the procedure

3. Every quarter, the Finance responsible assigned updates a progress report on physical inventories.