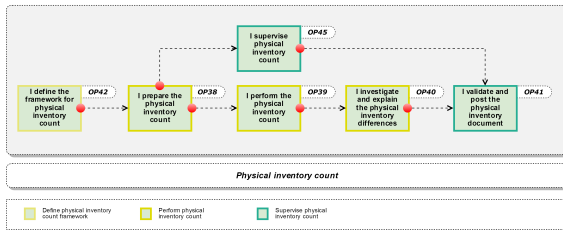


# I prepare the physical inventory count

Process: [Inventory Valuation](#)

Responsibility area: [Physical inventory count](#)



Scope

Frequency

References

- [OP.038](#)
- [Physical inventory procedure](#)

- [OP.038](#)
- [Physical inventory procedure](#)

Attachments

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[OP.042](#) << I prepare the physical inventory count >> [OP.039](#)

## Guideline

- Define which warehouses and products are included in the count,
- Review counting instructions,
- Define roles and responsibilities,
- Ensure availability of information systems, printers and fork-lift trucks.
  
- Notify suppliers for which deliveries will not be accepted during this time,
- Advise customers in advance of the shut-down period,
- Inform employees to allow them sufficient time to plan for the activity.
  
- Arrange items so that they can be easily counted,
- Ensure there are no hazards in the warehouse that could be dangerous during the inventory count,
- Clearly mark package quantities if necessary,
- Clearly mark items that will not be counted with "DO NOT INVENTORY".

Blind counts are performed. The physical inventory is made without the knowledge of the quantity in the inventory records:

- Batch number, item code, description, location, and other information necessary to perform the count are printed on the counting sheet but not the item quantity information.