Inventory Management Review Checklist

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- [ ] Is there a single, current list of all stocked items (SKUs)?
- [ ] How often does recorded stock differ from physical stock?
- [ ] How is receiving recorded and who confirms it?
- [ ] Is stock identified by location?
- [ ] What counting method is used and how often?
- [ ] How are reorder levels and lead times set?
- [ ] How are slow-moving or obsolete items identified?
- [ ] How are returns and damaged goods handled?
- [ ] Which reports are reviewed regularly and by whom?
- [ ] Which systems hold inventory data and how do they exchange it?

General template for planning purposes only. It is not legal, regulatory, engineering or financial advice.