1. **Purpose**

Purpose of this SOP is to make sure and maintain exact and accurate quantity between SAP and stock present and available on the floor

1. **Scope**

Scope of this documented procedure is to set and provide criteria and set up for stock taking activity which will make sure no difference between stock on the floor and in the SAP

1. **Responsibilities**

* Store management
* Store I/C
* Store workers
* Other co-department (optional)

1. **Procedure**

* Completion of up to date concerned entries
* Preparation of SAP reports
* Counting and measuring process of related materials
* Preparation and comparison of reports
* Report submission of concerned managements

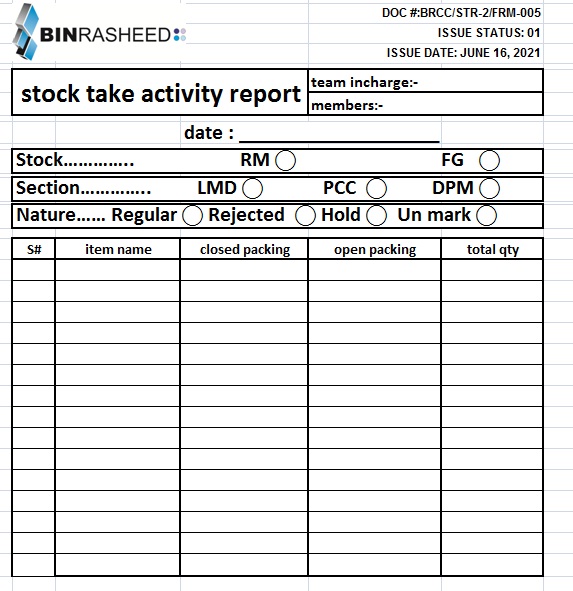
1. **Operational Steps**

* After every three months stock taking activity takes place.
* Concerned data entry operator or shift I/C will make sure to punch entire entries of concerned materials before end of last working hour
* Store department will try to perform stock taking activity in OFF DAY to avoid any inconvenience and interruption during process
* Store manager/ management will define and fix a team of few workers for different locations for stock taking activities
* Stock taking team members make sure to reach and ensure access to each and every materials inside their domain and will prepared the list of available and counted material
* Stock taking team will prepared concerned list of identified, unmarked and other concerned material of rejected or hold e.t.c
* Store management will share the final audit report to concerned GMS and head of departments

1. **Precautions**

* Data entry operator/ shift supervisor will make sure there is no pending entry for any concerned and to be took material or item. Sap entries must be fully completed and updated before start the activity
* Each and every team leader will take full responsibility of his designated and assigned location
* Each team will make sure to avoid double, over or miss counting of any material/ item
* Material should not be wasted during stock taking activity
* Team In Charge will inform immediately about any inconvenience and miss haps during stock taking activity

1. **Associate documents and records**

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