**Version 1.1**

**Date: 2018/04/09**

Abstract

**The objective of this document is to describe the warehouse Assurance Team preparation guideline.**

Main Warehouse

Stock Take 2018-04

*Assurance Team Preparation SOP*

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# Document approval and distribution list

|  |  |  |  |
| --- | --- | --- | --- |
| **Description** | **Name / Title** | **Signature** | **Date** |
| **MAIN WAREHOUSE** | | | |
| Prepared by |  |  |  |
| Reviewed by |  |  |  |
| Approved by |  |  |  |

# Introduction

To ensure best possible stock assurance outcome, teams of counters need to be assembled and trained in the processes to be followed.

The aim is to deploy, for the 1st time, electronic scanning devices. This means that all facets of the process will be new to all staff.

Furthermore, there is the intent to import into ACCPAC the outcome of the stock assurance based on business criteria as defined under the relevant SOP (to be defined)

# Audience

Financial team & management

Warehouse management

Warehouse store clerks & co-ordinators

Counting team leaders

Counting team members

Technical support (Networking, hardware etc)

# Requirements overview

|  |  |  |
| --- | --- | --- |
| # | Description | Action / By whom |
| 1 | Identify person for overall stock assurance governance |  |
| 2 | Identify person for execution supervision & governance |  |
| 3 | Create staff roster with experience / job function |  |
| 4 | Identify number of working mobile barcode scanners |  |
| 5 | Assign technology support to assist in equipment issues / failures |  |
| 6 | Group counting teams per scanner |  |
| 7 | Identify team leader |  |
| 8 | Identify mobile scanner operator |  |
| 9 | Identify counting member(s) |  |
| 10 | Split counting teams in two and designate as Count Group A and Count Group B |  |
| 11 | Assign sticker colour to each team to track bins that have been counted |  |
| 12 | Identify to the system scanners in each designated group usig the integrated identity |  |
| 13 | Assign store persons to assist during the process, in item identification and stock item location issues and to direct counting teams to ensure coverage of all items |  |
| 14 | Assign ACCPAC systems input and control at the time it is required. |  |
| 15 | Assign Stock Assurance control system monitoring & progress reporting as part of the variance control team |  |
| 16 | Assign to variance control team the task to review variance reports and direct re-count requirements. |  |
| 17 | Draw up organigram & assign names and internal contact no’s |  |
| 18 | Publish organigram and ensure that role players are fully appraised of their functions and responsibilities |  |
| 19 | Setup training program of warehouse layout and special stock handling requirements to the counting teams |  |
| 20 | Setup training program for team operating mode – refer to SOP WHM-SOP-Scannerstocktake.Docx |  |
| 21 | Include variance team participation analysing scanner input / upload using reports and pivot tables |  |
| 22 | Arrange for an suitably placed office environment to run the variance & governance teams, equipped with appropriate technology access and printing support |  |

# Sample organigram

Governance

Name

TeamsB1

Name

Count

Name1

Name2

Name3

Scanner

Name

Group-B

Name

TeamsA1

Name

Group-A

Name

Execution

Name

Count

Name1

Name2

Name3

Scanner

Name

Variance

Name1

Name2

Name3

Clerks

Name1

Name2

Name3

Teams

Name

Technology

Name

Systems

Name

# Acceptance

I hereby confirm that I have been fully informed of the documents content and, received training to understand how the detailed instructions are to be applied

Name …………………………………………………………………………….

Job Title ………………………………………………………………………….

Signed ……………………………………………………………………………

Date ………………………………………………………………………………