

SITE SURVEY REPORT

Inventory Control Audit

Prepared for	Harrowden Building Supplies Ltd
Date	14 Oct 2026
Site	Unit 4, Brindley Park, Kettering
Prepared by	S. Mehta

FORM

Inventory Control Audit

1. Audit details

Project	Unit 4, Brindley Park, Kettering: inventory control audit (completed example)
Site or warehouse address	Unit 4, Brindley Park, Pytchley Lodge Road, Kettering NN15
Organisation	Harrowden Building Supplies Ltd
Location (GPS)	52.3870, -0.7104
Audit date	14 Oct 2026
Auditor	S. Mehta
Warehouse, stores or stockroom	Kettering distribution warehouse
Stock controller or warehouse manager	D. Okonjo (warehouse manager)
Stock system	Warehouse management system, stock and adjustments modules
Procedure audited against	Stock control procedure SCP-EXAMPLE-03, revision 4
Period reviewed from	1 Jul 2026
Period reviewed to	30 Sep 2026
Stock in scope	Finished goods, Returns and quarantine
How the sample lines were chosen	Mix of the above

This audit tests the controls that keep stock records right: how stock is booked in, stored, moved and adjusted, with a sample count to see whether the controls work. It is not a full stocktake. Use the stock take template for that.

UK companies. A company that deals in goods must keep, as part of its accounting records, statements of stock held at the end of each financial year and the stocktakings they were prepared from (Companies Act 2006, section 386(4)).

2. Goods in and returns

Goods received matched to a purchase order and delivery note before booking in	Acceptable
Receipts booked on the stock system within the time the procedure sets	Acceptable
Quantity and condition checked at goods in, with shortages and damage reported to the supplier	Acceptable

Customer returns booked in and inspected before going back to sellable stock	Acceptable
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Returns to suppliers and credit claims recorded and followed up	Acceptable
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3. Storage, rotation and segregation

Damaged and quarantined stock held in a marked area and blocked on the system	Action needed
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What needs doing, or why not checked	Four split bags of tile adhesive still in pick location C-14-02 with sound stock. Not moved to quarantine or blocked on the system.
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Stock rotated first in, first out, or first expired, first out for dated stock	Acceptable
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Out-of-date or obsolete stock removed from pick faces and recorded	Acceptable
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Every location labelled, and labels match the system location codes	Acceptable
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Stock in the location the system shows	Acceptable
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No unbooked stock in aisles, marshalling lanes or overflow areas	Acceptable
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Third-party or consignment stock marked and kept apart from own stock	Not applicable
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Stock areas secure, with access limited to authorised staff	Acceptable
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Photos: locations, quarantine area and any finding



4. Stock system and adjustments

Stock adjustments approved by someone other than the person who made them	Action needed
What needs doing, or why not checked	2 of the 10 adjustments sampled (both write-downs, 6 and 11 units) were raised and approved by the same team leader.
A reason recorded for every adjustment, and adjustments reviewed by management	Acceptable
Write-offs and scrap authorised and recorded before disposal	Acceptable
Cycle count programme in place and on schedule	Acceptable
Count differences investigated and recounted before adjustment	Acceptable
Issues to production, jobs or despatch booked against an order or job number	Acceptable
Access to the stock system limited by role, and leavers removed	Acceptable
Last year-end stocktake records kept and available?	Yes

5. Sample counts

Zones sampled 1: Aisle C, bagged products

Zone or area	Aisle C, bagged products
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Sample lines counted 1: ADH-EXAMPLE-20

SKU or item code	ADH-EXAMPLE-20
Description	Tile adhesive, 20 kg bag
Bin or location	C-14-02
Unit of count	bag
System quantity	48
Counted quantity	44
Variance (counted less system)	-4
Likely cause	Damage or write-off not booked

What was found	Four split bags found in the location. Counted as stock by the system but not sellable.
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Sample lines counted 2: GRT-EXAMPLE-05

SKU or item code	GRT-EXAMPLE-05
Description	Wall grout, 5 kg tub
Bin or location	C-15-01
Unit of count	tub
System quantity	36
Counted quantity	36
Variance (counted less system)	0

Sample lines counted 3: PLS-EXAMPLE-25

SKU or item code	PLS-EXAMPLE-25
Description	Multi-finish plaster, 25 kg bag
Bin or location	C-16-03
Unit of count	bag
System quantity	60
Counted quantity	60
Variance (counted less system)	0
Lines counted here	3
Lines with no variance	2

Zones sampled 2: Aisle F, boxed fixings

Zone or area	Aisle F, boxed fixings
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Sample lines counted 1: SCR-EXAMPLE-450

SKU or item code	SCR-EXAMPLE-450
Description	Wood screws 4 x 50, box of 200
Bin or location	F-03-04
Unit of count	box

System quantity	120
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Counted quantity	120
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Variance (counted less system)	0
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Photo of the location**Sample lines counted 2: PLG-EXAMPLE-07**

SKU or item code	PLG-EXAMPLE-07
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Description	Wall plugs, box of 100
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Bin or location	F-04-01
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Unit of count	box
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System quantity	85
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Counted quantity	91
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Variance (counted less system)	6
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Likely cause	Stock in the wrong location
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What was found	Six boxes put away here from a return on 9 Oct but booked to F-04-02. Recount confirmed 91.
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Sample lines counted 3: ANC-EXAMPLE-10

SKU or item code	ANC-EXAMPLE-10
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Description	Frame anchors 10 x 100, box of 50
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Bin or location	F-05-02
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Unit of count	box
System quantity	40
Counted quantity	40
Variance (counted less system)	0
Lines counted here	3
Lines with no variance	2
Lines counted	6
Lines with no variance	4
Lines with a variance	2
Sample accuracy %	67
Net variance (units)	2
Absolute variance (units)	10

Sample lines have a variance. Recount them, find the cause and agree any stock adjustment with someone other than the counter before it is posted.

6. Control score

Controls acceptable	17
Controls needing action	2
Not checked	0
Control score %	89
Rating	Needs improvement

Scoring used on this form (our own, not a standard): control score = acceptable / (acceptable + needing action) x 100, ignoring not checked and not applicable. 90% and over Good, 75 to 89% Needs improvement, under 75% Poor.

Audit conclusion	Goods-in, rotation and cycle counting controls are working. Damaged stock is not being moved to quarantine, and some adjustments are approved by the person who raised them. 4 of 6 sample lines matched the system.
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7. Actions and sign-off

Controls needing action	2
Result	Controls need action

Actions 1: Move the four split adhesive bags to the quarantine bay, block them on the system and raise the write-off for approval.

Action	Move the four split adhesive bags to the quarantine bay, block them on the system and raise the write-off for approval.
Priority	Before the next count
Who will do it	D. Okonjo
Due by	15 Oct 2026
Status	Done, checked

Actions 2: Set the adjustments module so the person who raises an adjustment cannot approve it. Review all July to September self-approved adjustments.

Action	Set the adjustments module so the person who raises an adjustment cannot approve it. Review all July to September self-approved adjustments.
Priority	Within 30 days
Who will do it	L. Brennan (systems)
Due by	13 Nov 2026
Status	Open

Actions 3: Correct the location of the six boxes of wall plugs from F-04-02 to F-04-01 and brief goods in on booking returns to the actual location.

Action	Correct the location of the six boxes of wall plugs from F-04-02 to F-04-01 and brief goods in on booking returns to the actual location.
Priority	Before the next count
Who will do it	D. Okonjo
Due by	16 Oct 2026
Status	In progress
Actions still open	2
Decision	Controls working once the listed actions are done
Next audit date	13 Jan 2027
Summary for the warehouse manager	Control score 89% (Needs improvement): 17 controls acceptable, 2 needing action. Sample accuracy 67%: two lines out of six had a variance, 10 units in all. Damaged stock and adjustment approval are the two areas to fix.

Auditor name

S. Mehta

Auditor signature

S. Mehta

Warehouse manager name

D. Okonjo

Warehouse manager signature

D. Okonjo
