Stock Accuracy Quick Check

A practical self-assessment for warehouse teams

Purpose	**Score each statement**
Use this quick check to spot where stock accuracy may be slipping and where to investigate first.	**2** = Yes, consistently **1** = Sometimes / partly **0** = No / unsure

A. Stock vs system

#	Check	0	1	2
1	Physical stock regularly matches the quantity shown in the system.	[ ]	[ ]	[ ]
2	Stock discrepancies are investigated rather than simply adjusted.	[ ]	[ ]	[ ]
3	Inventory adjustments have a clear reason or audit trail.	[ ]	[ ]	[ ]
4	Repeated discrepancies by SKU or location are identified.	[ ]	[ ]	[ ]

B. Location accuracy

#	Check	0	1	2
5	Stock is stored in the location recorded in the system.	[ ]	[ ]	[ ]
6	Unidentified or misplaced stock is dealt with promptly.	[ ]	[ ]	[ ]
7	Temporary or overflow locations are properly controlled.	[ ]	[ ]	[ ]
8	Empty locations are accurately reflected in the system where relevant.	[ ]	[ ]	[ ]

C. Goods-in and put-away

#	Check	0	1	2
9	Received quantities are verified before stock is booked in.	[ ]	[ ]	[ ]
10	Shortages, overages and damaged goods are recorded consistently.	[ ]	[ ]	[ ]
11	Received stock is put away promptly.	[ ]	[ ]	[ ]
12	System transactions accurately reflect physical stock movements.	[ ]	[ ]	[ ]

D. Picking and dispatch

#	Check	0	1	2
13	Picking errors and stock discrepancies are recorded.	[ ]	[ ]	[ ]
14	Short picks trigger an investigation rather than an automatic stock adjustment.	[ ]	[ ]	[ ]
15	Returns and rejected stock are processed back into inventory correctly.	[ ]	[ ]	[ ]
16	Damaged or quarantined stock is clearly separated and correctly recorded.	[ ]	[ ]	[ ]

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E. Cycle counting

#	Check	0	1	2
17	Cycle counts are completed to a defined schedule.	[ ]	[ ]	[ ]
18	Higher-risk or higher-value stock is counted more frequently where appropriate.	[ ]	[ ]	[ ]
19	Count results are reviewed for recurring causes of variance.	[ ]	[ ]	[ ]
20	Corrective actions are taken when patterns emerge.	[ ]	[ ]	[ ]

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Your score

Total score	_____ / 40

34-40	**Strong control** Stock-control disciplines appear well established. Maintain them and investigate recurring exceptions.
26-33	**Generally controlled** The basics are working, but some weaknesses may be creating avoidable discrepancies.
16-25	**Improvement needed** Several controls are inconsistent. Prioritise the lowest-scoring sections and investigate why.
0-15	**High risk of stock inaccuracies** Start with the fundamentals: transactional discipline, location control, discrepancy investigation and regular counting.

Your three priority actions

1	
2	
3	

A low score is not a diagnosis.
It is a prompt to investigate where and why stock accuracy is being lost.

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Practical warehouse improvement

This resource is intended as a practical self-check. Local processes, systems, product risk and regulatory requirements may require additional controls.

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