OpsAuditHub opsauditihub.com	DOC ID: **SAF-0032**	REVISION: **Rev 2.4 (2026)**
	STANDARD: **OSHA 29 CFR 1910.176 & ISO 9001:2015 Inventory Control Standards**	AUDIT FREQUENCY: **Monthly Audit**

Inventory Cycle Count Audit Compliance Checklist

Operational Scope: This compliance checklist governs the standardized execution of physical inventory cycle counts within high-density warehousing environments to ensure material traceability, inventory accuracy, and structural safety. It mitigates physical hazards associated with high-reach audits and enforces rigorous stock discrepancy logging.

MANDATORY PPE:	High-Visibility Safety Vest (ANSI/ISEA 107), Steel-Toe Safety Footwear (ASTM F2413), Industrial Impact-Resistant Safety Glasses (ANSI Z87.1), Cut-Resistant Hand Protection Gloves (EN 388)
PREREQUISITES:	Verify forklift and material handling traffic control perimeters are established. | Ensure barcode scanners and audit mobile terminals are fully charged and synchronized. | Confirm warehouse lighting meets minimum illumination levels (30 foot-candles) in audit zones.

PRE-AUDIT SAFETY & ENVIRONMENTAL VERIFICATION

#	COMPONENT / ITEM	VERIFICATION CRITERIA & ACCEPTANCE STANDARD	SEVERITY	STATUS
1	**Aisle Traffic and Pedestrian Clearances**	Audit aisles are free of unauthorized pallets, slip hazards, and moving material handling equipment within a 15-foot buffer zone.	**Critical (Immediate Out of Service)**	[ ] PASS [ ] FAIL [ ] N/A
2	**High-Reach Access Equipment**	Order pickers, mobile elevated work platforms (MEWPs), or safety ladders utilized for upper-rack counts are inspected and show valid pre-shift inspection tags.	**Critical (Immediate Out of Service)**	[ ] PASS [ ] FAIL [ ] N/A
3	**Rack Structural Integrity**	Storage racks in the designated count zone exhibit no visible upright damage, missing safety pins, or overloaded shelf thresholds exceeding maximum load capacity.	**Critical (Immediate Out of Service)**	[ ] PASS [ ] FAIL [ ] N/A

INVENTORY COUNTING & VARIANCE VERIFICATION

#	COMPONENT / ITEM	VERIFICATION CRITERIA & ACCEPTANCE STANDARD	SEVERITY	STATUS
4	**Location Barcode & Label Legibility**	Bin location barcodes and rack level labels are fully scan-readable, undamaged, and precisely match the assigned Warehouse Management System (WMS) location code.	**Warning**	[ ] PASS [ ] FAIL [ ] N/A
5	**Physical Stock Consolidation**	Inventory within the designated bin is consolidated with no split-lot items scattered across unauthorized locations without explicit WMS transfer documentation.	**Standard**	[ ] PASS [ ] FAIL [ ] N/A
6	**Quantity & Unit of Measure (UOM) Accuracy**	Physical count matches the WMS perpetual inventory balance exactly, accounting for correct Unit of Measure (each, inner pack, master case, or pallet tier).	**Warning**	[ ] PASS [ ] FAIL [ ] N/A
7	**Damaged or Quarantined Stock Segregation**	Compromised, expired, or unsellable inventory is identified, tagged with an operational hold notice, and isolated from active cycle count pick faces.	**Critical (Immediate Out of Service)**	[ ] PASS [ ] FAIL [ ] N/A

POST-COUNT RECONCILIATION & COMPLIANCE SIGN-OFF

#	COMPONENT / ITEM	VERIFICATION CRITERIA & ACCEPTANCE STANDARD	SEVERITY	STATUS
8	**Discrepancy Threshold Assessment**	Any inventory variance exceeding established financial or volumetric tolerances is flagged for immediate secondary recount and supervisor review.	**Warning**	[ ] PASS [ ] FAIL [ ] N/A
9	**Audit Trail Documentation**	All counted quantities, counter identification codes, timestamps, and reason codes for discrepancies are digitally logged and locked in the audit module.	**Standard**	[ ] PASS [ ] FAIL [ ] N/A

Certified Inventory Auditor / Lead Counter Signature: _____	**Date / Time:** _____	**Badge / Cert #:** _____
Inventory Control Manager / Warehouse Operations Supervisor Sign-off: _____	**Review Date:** _____	**Audit Status:** [ ] Approved [ ] Rectify

COMPLIANCE NOTICE: This document must be archived for a minimum of 12 months in accordance with workplace safety recordkeeping guidelines.