OpsAuditHub opsauditihub.com	DOC ID: **SAF-0031**	REVISION: **Rev 2.4 (2026)**
	STANDARD: **OSHA 29 CFR 1910.176 & ISO 9001:2015 Inventory Control Standards**	AUDIT FREQUENCY: **Daily Pre-Shift**

Inventory Cycle Count Audit Daily Log Sheet

Operational Scope: This daily log sheet establishes a verifiable procedure for reconciling physical inventory against warehouse management system (WMS) records to mitigate stock discrepancies and material handling hazards. Compliance is mandatory for all inventory control specialists and warehouse audit teams to maintain operational accuracy and regulatory accountability.

MANDATORY PPE:	Steel-Toe Boots (ASTM F2413), High-Visibility Safety Vest (ANSI/ISEA 107), Industrial Safety Glasses (ANSI Z87.1), Cut-Resistant Gloves (ANSI/ISEA Level 4), Industrial Hard Hat (ANSI Z89.1)
PREREQUISITES:	Verify active zone material handling equipment (MHE) traffic control protocols and pedestrian exclusion zones. | Ensure barcode scanners and mobile audit terminals are fully charged, calibrated, and synchronized with OpsAuditHub databases. | Review previous shift variance logs and outstanding discrepancy tickets for the assigned audit zones.

SECTION 1: ZONE SAFETY & MHE CLEARANCE VERIFICATION

#	COMPONENT / ITEM	VERIFICATION CRITERIA & ACCEPTANCE STANDARD	SEVERITY	STATUS
1	**Aisle Obstruction & Fall Hazards**	Aisles are completely clear of debris, protruding pallets, and unauthorized personnel while cycle counting takes place.	**Critical (Immediate Out of Service)**	**[ ] PASS [ ] FAIL [ ] N/A**
2	**Racking Structural Integrity**	Pallet racks in the target audit zone show no signs of structural damage, missing safety pins, or beam deflection exceeding ISO tolerances.	**Critical (Immediate Out of Service)**	**[ ] PASS [ ] FAIL [ ] N/A**
3	**Lighting & Visibility in Storage Bays**	Lux levels meet minimum operational standards (minimum 30 foot-candles) allowing clear reading of barcode labels on high-bay racks.	**Warning**	**[ ] PASS [ ] FAIL [ ] N/A**

SECTION 2: INVENTORY ACCURACY & VARIANCE AUDIT

#	COMPONENT / ITEM	VERIFICATION CRITERIA & ACCEPTANCE STANDARD	SEVERITY	STATUS
4	**SKU Barcode Legibility**	All location and item barcodes are scannable without smudges, physical damage, or obstruction by shrink-wrap or strapping.	**Standard**	**[ ] PASS [ ] FAIL [ ] N/A**
5	**Physical vs System Quantity Match**	Physical count matches WMS on-hand count exactly; any variance exceeding threshold limits must be flagged for secondary recount.	**Warning**	**[ ] PASS [ ] FAIL [ ] N/A**
6	**Lot Number & Expiration Traceability**	Perishable or serialized items match recorded lot numbers, production dates, and FIFO rotation requirements.	**Critical (Immediate Out of Service)**	**[ ] PASS [ ] FAIL [ ] N/A**
7	**Damaged Stock Segregation**	Compromised, torn, or leaking units are immediately identified, tagged, and relocated to the designated quarantine hold area.	**Warning**	**[ ] PASS [ ] FAIL [ ] N/A**

SECTION 3: RECONCILIATION & SIGN-OFF CONTROLS

#	COMPONENT / ITEM	VERIFICATION CRITERIA & ACCEPTANCE STANDARD	SEVERITY	STATUS
8	**Discrepancy Ticket Generation**	All out-of-tolerance counts generate an automated variance ticket in OpsAuditHub before the auditor leaves the zone.	**Standard**	**[ ] PASS [ ] FAIL [ ] N/A**
9	**Audit Trail & Log Completion**	All scanned locations, total items counted, and variance percentages are accurately recorded and signed off by the lead auditor.	**Standard**	**[ ] PASS [ ] FAIL [ ] N/A**

Certified Inventory Auditor Signature: _____	**Date / Time:** _____	**Badge / Cert #:** _____
Warehouse Operations Supervisor / OpsAuditHub Manager 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 and inventory recordkeeping guidelines.