OpsAuditHub opsauditihub.com	DOC ID: **SAF-0030**	REVISION: **Rev 2.4 (2026)**
	STANDARD: **OSHA 29 CFR 1910.176 & ISO 9001:2015 Quality Management**	AUDIT FREQUENCY: **Monthly Audit**

Inventory Cycle Count Audit Sop Template

Operational Scope: This Standard Operating Procedure establishes the mandatory workflow and safety protocols for conducting physical inventory cycle counts within warehousing and logistics facilities. The objective is to mitigate material handling hazards, ensure stock accuracy, and maintain full compliance with internal asset management and occupational safety mandates.

MANDATORY PPE:	High-Visibility Safety Vest (ANSI/ISEA 107 Class 2), Steel-Toe Safety Footwear (ASTM F2413), Safety Glasses with Side Shields (ANSI Z87.1), Cut-Resistant Handler Gloves (ANSI Cut Level A4), Industrial Hard Hat (ANSI Z89.1)
PREREQUISITES:	Verify that aisle traffic control barriers and safety warning signage are fully deployed around the designated counting zone. | Ensure barcode scanners, handheld terminals, and inventory management software are calibrated and fully charged. | Review high-reach equipment operation permits if counting involves elevated storage tiers.

PRE-AUDIT AREA SAFETY AND ENVIRONMENT VERIFICATION

#	COMPONENT / ITEM	VERIFICATION CRITERIA & ACCEPTANCE STANDARD	SEVERITY	STATUS
1	**Aisle Obstruction & Pedestrian Clearance**	Aisles within the designated count zone are entirely free of debris, stray pallets, and unauthorized personnel.	**Critical (Immediate Out of Service)**	**[ ] PASS [ ] FAIL [ ] N/A**
2	**Rack Structure and Pallet Integrity**	Pallets are stable, not overhanging rack beams, and storage rack uprights show no structural deformation or missing safety pins.	**Critical (Immediate Out of Service)**	**[ ] PASS [ ] FAIL [ ] N/A**
3	**Lighting and Visibility**	Minimum illumination level of 30 foot-candles is maintained throughout the active counting bay to ensure clear barcode scanning and hazard identification.	**Warning**	**[ ] PASS [ ] FAIL [ ] N/A**

INVENTORY PHYSICAL COUNT AND VERIFICATION PROTOCOL

#	COMPONENT / ITEM	VERIFICATION CRITERIA & ACCEPTANCE STANDARD	SEVERITY	STATUS
4	**Location Barcode Verification**	Scanned location barcode on rack matches the assigned system location string precisely before counting physical stock.	**Standard**	**[ ] PASS [ ] FAIL [ ] N/A**
5	**SKU and Lot Number Accuracy**	Physical items match the exact part number, revision level, and lot/serial tracking numbers indicated in the Warehouse Management System (WMS).	**Critical (Immediate Out of Service)**	**[ ] PASS [ ] FAIL [ ] N/A**
6	**Quantity Tally and Unit of Measure**	Physical count matches recorded inventory quantity; units of measure (e.g., each, case, pallet) are accurately accounted for without split-pack discrepancies.	**Warning**	**[ ] PASS [ ] FAIL [ ] N/A**
7	**Damaged or Expired Stock Identification**	Compromised packaging, expired shelf-life goods, or unsellable items are segregated and tagged with non-conformance quarantine markers.	**Standard**	**[ ] PASS [ ] FAIL [ ] N/A**

POST-AUDIT RECONCILIATION AND REPORTING

#	COMPONENT / ITEM	VERIFICATION CRITERIA & ACCEPTANCE STANDARD	SEVERITY	STATUS
8	**Variance Threshold Analysis**	Discrepancies exceeding the established financial or unit tolerance limit are flagged immediately for secondary supervisor recount.	**Warning**	**[ ] PASS [ ] FAIL [ ] N/A**
9	**WMS Adjustment Sign-Off**	All cycle count adjustment entries are digitally signed off by the authorized inventory auditor and logged in OpsAuditHub database.	**Standard**	**[ ] PASS [ ] FAIL [ ] N/A**
10	**Work Area Restoration**	Counting tools, safety cones, and mobile terminals are properly stowed, and safety barriers are removed to restore normal material handling flow.	**Standard**	**[ ] PASS [ ] FAIL [ ] N/A**

Certified Inventory Auditor / Operations Specialist Signature: _____	**Date / Time:** _____	**Badge / Cert #:** _____
Site Operations Manager / Supply Chain Quality Lead 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.