

# Pre stock take checklist

## Stage 1

- + **Establish a stock take timetable**
- + **Set stock count date**
- + **Nominate staff involved**
  - Define sites and locations involved
  - (Note: all platforms relating to this CHEP account's stock take and reconciliation should be included, e.g. off-site storage, outstanding exchange balances)
  - Prepare a site and location plan
- + **Document the range of CHEP platforms to be counted**
  - Prepare a display of all CHEP platforms to be included in the count
  - Convene an on-site meeting for staff to view range of CHEP platforms to be counted to ensure positive identification
  - Allocate specific stock count activities for all staff
- + **Prepare stock count tally sheets for all sites and locations, and number in sequence**
- + **Ensure all relevant CHEP data / dockets have been processed (myCHEP / other electronic system).**
  - Proceed to **Stage 2**

Note: The **bold** activities above are the most important, however all may be relevant to your CHEP account / site.

# Stock take checklist

## Stage 2

+ **Assemble all involved staff for final briefing:**

This is to ensure all staff are familiar with allocated activities and to make any necessary amendments, for example, to cover absenteeism.

Note: If CHEP personnel are to be involved, specific activities should be pre-arranged by you and CHEP.

Direct staff to their designated sites and locations

+ **Provide the blank “numbered” tally sheets**

+ **Proceed to count all CHEP platforms in designated areas**

Teams should not move out of their designated count areas. When each section is counted, checked and entered on the tally sheet, place an identification mark adjacent to that section to indicate the count is complete (e.g. chalk marks on the floor or racking). Staff should count in at least a team of two people to promote accuracy

+ **Enter details of counts onto tally sheets**

Be sure to record counts using numbers, not ticks and / or slashes.

Re-count any sections where deemed necessary and if required, amend original counts

Audit with spot checks (if deemed necessary)

Upon completion of count, teams should hand in tally sheets for checking to ensure all copies, including blanks, are returned

+ **Send one complete set of tally sheets to the nominated account reconciler for use in the process of reconciliation**

Transcribe the individual tally sheets to a Master Tally Sheet if required.

Hold copies of all stock count records on file for the process of reconciliation and for future stock take reference.

+ Proceed to **Stage 3**

Note: The **bold** activities above are the most important, however all may be relevant to your CHEP account / site.

# Post stock take checklist

## Stage 3

### + **These activities should be commenced immediately post stock count**

The details below refer to completing a Stock Take and Reconciliation (STAR) Report.

Individual Stock Take and Reconciliation (STAR) Reports must be used for multiple platform and / or multiple accounts

### + **Compile a Stock Take and Reconciliation (STAR) report using myCHEP or other system**

If you are using myCHEP, use the 'Inventory Counts' function to produce the variance report.

\*Note that reconciliation must be up to date in the myCHEP Reconciliation Dashboard, to achieve an accurate result.

### + **Compile a manual Stock Take and Reconciliation (STAR) report**

Record the total physical stock count

Record details of outstanding Exchanges (IOUs) if applicable

Record CHEP Closing Hire Balance

Record details of Transactions IN – Not Yet Processed at CHEP

Record details of Transactions OUT – Not Yet Processed at CHEP

Record details of Reversals / Corrections to Transfers IN – Not Yet Processed at CHEP

Record details of Reversals / Corrections to Transfers OUT – Not Yet Processed at CHEP

### + **Send STAR report to your management**

Discuss any variance (gain / loss) with management and conduct an investigation if required.

It is recommended that you also send the report to your CHEP representative and seek assistance.

# Platform stock take Tally sheet



Company

Site Location

CHEP Account Number

Equipment Type e.g. 10001 Pallet

Date of Count

Tally Sheet Number X of X

Product	Code Description	Count – Write in numbers only												Total	
		<i>Enter the Product names of other Platforms as required using new lines</i>													

Location manager name:		Lead counter name:	
Date		Position:	
Signature:		Signature:	