Cycle count sheet

01 The count

Storeroom	Date	Counted by	Recount by

02 The counter's half

PART	PART NUMBER	SHELF	UNIT	COUNT	RECOUNT

A blind count: the quantity on record is not on this half. Hold the parts while you count, count every place a part lives, and count in the unit on the sheet.

03 The supervisor's half

PART	RECORD	DIFFERENCE	WITHIN TOLERANCE?	WHAT RESEARCH FOUND	ADJUSTMENT

Recount anything outside tolerance, then research it before you change the record. Adjust with a reason, and keep the signed sheet.

04 Approval

Approved by _____

Date _____