FREE SHORT COURSE WORKBOOK

Fundamentals of Stock Control

Use this workbook alongside the four lessons. Work in pencil or pen on a printout, or fill it in on paper at your workplace. Use your own stock where you can. Numbers shown as examples are examples only.

Name: _____ Date: _____

LESSON 1

Record versus shelf

Pick five products at your workplace. For each one, write what the stock record says and what is actually on the shelf. Write the difference between the two numbers and a possible reason.

Product	Record says	Shelf shows	Difference	Possible reason
Example: tinned beans	*12*	*9*	*3*	*3 tins sold, not yet recorded*

Which variance would cost the business the most, and why?

_____

_____

_____

LESSON 2

Count a shelf and measure accuracy

Count one shelf or one section. Count in a set order, count for real, and write each number down as you go. Fill in the count sheet. Then work out your count accuracy.

Product	Unit counted	I counted	Record says	Same? Y/N	Difference and note
Example: tinned beans	*single tins*	*9*	*12*	*N*	*3 less, ask about unrecorded sales*

Count accuracy

Lines counted: _____

Lines that matched: _____

Count accuracy % = _____ ÷ _____ × 100 = _____ %

My business target for count accuracy (ask your manager): _____ %

LESSON 3

Work out your re-order points

Choose four products. Find the daily sales and the lead time (days from placing the order to stock on your shelf). Agree a safety buffer with your manager. Then work out each re-order point.

Product	Daily sales (A)	Lead time, days (B)	Safety buffer (C)	Re-order point (A x B) + C
Example: maize meal 10kg	*4*	*5*	*8*	*28*

Which product is most at risk of running out before new stock arrives, and what will you do about it?

_____

_____

_____

LESSON 4

When you find a gap

Tick each step as you do it the next time a count disagrees with the record. Then fill in the gap record.

- ☐ Recounted the line to make sure the count is right
- ☐ Checked whether a sale or damaged item might not be recorded yet
- ☐ Wrote down the counted number, the record number, the difference and a short note
- ☐ Told my manager the same day
- ☐ Did not change my count or the record to hide the gap

Gap record

Product: _____ Date: _____

Record says: _____ I counted: _____ Difference: _____

What I checked: _____

_____

Who I told and when: _____

My three actions

Write three things you will do differently at work after this course.

1. _____
2. _____
3. _____