	SMSA P.O. Box 63259 Riyadh 11526, K.S.A.	Document ID	SMSA-HC13
	STANDARD OPERATING PROCEDURE Cycle Count	Revision no.	05
		Effective Date	01-06-2025
		Next Revision Date	31-05-2027
		Function	Warehouse
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1.0 PURPOSE

1.1 This document lays down the procedure for cycle count.

2.0 SCOPE

2.1 The scope of cycle count covers the quantity and quality aspect of the products. If any products that found with quality related problems, during the stock checks are to be placed on quarantine and to be out in warehouse management system and should be handled with reference to Procedure on Product Complaints.

3.0 ABBREVIATIONS/DEFINITION


No.	Term	Description
3.1	NUPCO	National Unified Procurement Company for Medical Supplies
3.2	SOP	Standard Operating Procedure
3.3	&	And

4.0 RESPONSIBILITY

- 4.1 The Warehouse Manager or Assistant Manager shall be responsible for the implementation and update for this procedure to fulfill operational and customer requirements.
- 4.2 It is the responsibility of Coordinator, Storage Team Leader and Pharmacist to execute and implement the Procedure.
- 4.3 The Project Coordinator and Storage Team Leader shall be taking charge of the process of stock check requirement in SMSA Warehouse and report to Warehouse Manager or assistant Manager if there are any stock discrepancies and any products found with quality related problems.

5.0 PROCEDURE

	Name & Designation	Signature
Author/ Originator of Doc Change	MUHAMMAD MUHAMMAD PHARMACIST	[Signature] 29-05-2025
Reviewer (Process Owner)	M. J. M. Jareed Warehouse Supervisor	[Signature] 31/05/2025
Approving Authority	Page 1 of 3	[Signature]


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- 5.1 The cycle count shall be done on daily basis for the inventory stock in SMSA Warehouse & Warehouse Coordinator & Storage Team Leader shall schedule the cycle count on daily basis. Also the inventory for whole stock shall be done on annual basis or as required by NUPCO/MOI.
- 5.2 The scope of stock check shall cover 100% physical check of items placing on the storage locations, for its:
- 5.2.1 Quantity, (if any surplus & deficiency)
 - 5.2.2 Shelf Life
 - 5.2.3 Lot/ Batch Number
 - 5.2.4 Label
 - 5.2.5 Counterfeit
 - 5.2.6 Equipment serial Number
 - 5.2.7 Condition
- 5.3 The Stock Check Worksheet (see Annexure A) to be used for the cycle count is based on customer requirement.
- 5.4 The detail stock check process and requirement is shown in Flow Chart A.
- 5.5 After daily cycle count if any discrepancy observed then the coordinator or storage team leader shall report that discrepancy to Warehouse Manager or assistant manager. Also coordinator and storage team leader shall recheck the discrepancy and after final checking/rechecking and investigation the reason shall be provided for the discrepancy in the report and report shall be shared with NUPCO.
- 5.6 Upon Approval from NUPCO for the discrepancy in the daily cycle count report. Warehouse coordinator or storage team leader shall adjust the discrepancy in 3PL System and physically if required.
- 5.7 Safety considerations as outlined in the work at height work instructions shall be followed upon Cycle count on high levels of racks in order to avoid fall down.

6.0 RECORD

Title of Record	Custodian	Retention Period
Stock Check Worksheet	Storage Team Leader	5 Years
Stock Transfer Form	Storage Team Leader	5 Years

Author/ Originator of Doc Change	Name & Designation	Signature
	MOAYAD MOHAMMEDAIN PHARMACEUT	29-05-2025
Reviewer (Process Owner)	M. S. M. Jareed Warehouse Supervisor	31/05/2025
Approving Authority	Mustafa Saad Al-Harbi	31/05/2025

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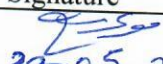



7.0 Attachment

- 7.1 Annex A – Stock Check Worksheet
7.2 Annex B – Stock Transfer Form

8.0 DOCUMENT CHANGE RECORD

Rev No.	Effective Date	Nature of Change	Document Change Request No:
00	28-11-2016	New Document	NA
0		<p>Changes Made in SOP as follows:</p> <ul style="list-style-type: none"> SOP Format updated to uniform all SOPs SOP Document ID amended as SMSA-HC unique ID format for all SOP. Incorporated abbreviations under section 3 as used in SOP. Amended the section 4 by adding the responsibilities of Warehouse Manager, Assistant Manager and Coordinator. Amended point 5.1 by adding the frequency of cycle count as Daily and Whole inventory as annually. Incorporated points 5.5 & 5.6 for the procedure of Actions if any discrepancy found during daily cycle count. Incorporated point 5.7 for the safety instruction for working at height. 	

END OF THE DOCUMENT

	Name & Designation	Signature
Author/ Originator of Doc Change	MOAYAD MOHAMMEDAN PHARMACIST	
Reviewer (Process Owner)	M. J. M. Jareh Warehouse Supervisor	29-05-2025 
Approving Authority		31/05/2025 

Date: _____

Stocktaker Name

Date _____

Verified By Name

Signature

Date _____

STOCK TRANSFER REFERENCE NO :

AUTHORITY REFERENCE & DATE :

[illegible]

REMARK:

SUBMITTED BY		APPROVED BY		SYSTEM UPDATED BY	
NAME :		NAME :		NAME :	
DEPARTMENT :		DEPARTMENT :		DEPARTMENT :	
SIGN :		SIGN :		SIGN :	
DATE :		DATE :		DATE :	