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|  | <b>SMSA</b><br>P.O. Box 63259 Riyadh 11526, K.S.A. | Document ID        | SMSA-HC13   |
|   | STANDARD OPERATING PROCEDURE                       | Revision no.       | 05          |
|   | Cycle Count  | 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   |

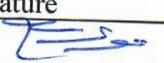
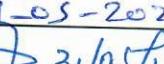
## 4.0 RESPONSIBILITY

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

| Author/ Originator of Doc Change | Name & Designation                      | Signature   |
|----------------------------------|---|---|
|                                  | MAYAD MOHAMED AWI<br>PHARMACIST         | <br>29-05-2025 |
| Reviewer ( Process Owner)        | M. J. M. Tareen<br>Warehouse Supervisor | <br>31/05/2025 |

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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<br>MOAYAD MOHAMEDAIN<br>PhARMACIST | Signature  |
| Reviewer ( Process Owner)        | M. J. Al-Zareed<br>Warehouse Supervisor               | 29-05-2025 |
| Approving Authority              | President Sir / Mr. A. A. Al-Deek                     | 31/05/2025 |

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|   | <b>STANDARD OPERATING PROCEDURE</b><br><b>Cycle Count</b> | Revision no.       | 05          |
|   |   | Effective Date     | 01-06-2025  |
|   |   | Next Revision Date | 31-05-2025  |
|   |   | Function           | Warehouse   |
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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       |                | Changes Made in SOP as follows: <ul style="list-style-type: none"> <li>• SOP Format updated to uniform all SOPs</li> <li>• SOP Document ID amended as SMSA-HC unique ID format for all SOP.</li> <li>• Incorporated abbreviations under section 3 as used in SOP.</li> <li>• Amended the section 4 by adding the responsibilities of Warehouse Manager, Assistant Manager and Coordinator.</li> <li>• Amended point 5.1 by adding the frequency of cycle count as Daily and Whole inventory as annually.</li> <li>• Incorporated points 5.5 &amp; 5.6 for the procedure of Actions if any discrepancy found during daily cycle count.</li> <li>• Incorporated point 5.7 for the safety instruction for working at height.</li> </ul> |                             |

END OF THE DOCUMENT

|                                  |  |            |
|----------------------------------|--|------------|
| Author/ Originator of Doc Change | Name & Designation                                 | Signature  |
| Reviewer ( Process Owner)        | MOAYAD MOHAMMED AW<br>PHARMACIST<br>M. J. M. Jawad | 29-05-2025 |
| Approving Authority              | Warehouse Supervisor<br>R. M. L. J.                | 31/05/2025 |

Date:

AUTHORITY REFERENCED DATA

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