

 SMSA Express	SMSA Express Transportation Co., Ltd. P.O. Box 63259 Riyadh 11526, K.S.A.	Document ID	SMSA-LGS09
	STANDARD OPERATING PROCEDURE Inventory & Cycle Count	Revision no.	01
		Effective Date	28-11-2021
		Next Revision Date	27-11-2023
		Function	Warehouse
		Page	Page 1 of 2

1.0 PURPOSE

1.1 This document lays down the procedure for Inventory and Daily Cycle Count.

2.0 SCOPE

2.1 This procedure is applicable to all SMSA warehouse personnel involved in the Inventory/Daily Cycle Count. The scope of daily Cycle Count/Inventory covers the quantity and quality aspects of the products. If any products that found with quality or quantity related problems during the stock check shall be reviewed and fixed ASAP.

3.0 ABBREVIATIONS/ DEFINITION

No.	Term	Description
3.1	SOP	Standard Operating Procedure
3.2	&	And

4.0 RESPONSIBILITY

4.1 The Warehouse project Manager/Administrator shall be responsible for the implementation and update of this procedure to fulfill operational and customer requirements.

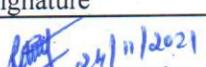
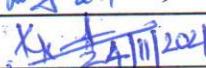
4.2 It is the responsibility of Inventory Clerk for the execution and implementation of the procedure.

4.3 Inventory Clerk shall be taking charge of the process of Daily Cycle Count/Inventory in SMSA warehouse and report to warehouse manager/administrator if there are any stock discrepancies and any items found with quality related issues.

5.0 PROCEDURE

5.1 Customer will share the list of items that to be checked for Daily cycle Count/Monthly Inventory. Also the inventory for whole stock shall be done on quarterly basis or as required by customer.

5.2 Upon receiving the list, Inventory Clerk will create Daily Cycle Count form/generate the Location Identifier Report from STAX.

	Name & Designation	Signature
Author/ Originator of Doc Change	NISHIN PAUL TEAM LEADER	 24-11-2021
Reviewer (Process Owner)	ANESSH SREEDHARAN TEAM LEADER	 24-11-2021
Approving Authority	ASHISH SEN MANAGER LOGISTICS	 25-11-2021

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- 5.3 Annexure-A-Daily Cycle Count form shall be used for Daily stock check and Location Identifier will be used for Monthly/Quarterly Inventory.
- 5.4 Inventory Clerk/SMSA representative then start physical count of the items from location to location along with customer representative.
- 5.5 After finishing the physical count, the stock count shall be reviewed and signed by both SMSA/Client representatives as an acknowledgement. If any discrepancies found during physical count, then it will be signed after the reconciliation of the stock activities by both SMSA/Client representatives.

6.0 RECORD

Title of Record	Custodian	Retention Period
Daily Cycle Count	Inventory Clerk	01 Year
RFD	Inventory Clerk	01 Year
Location Identifier Report	Inventory Clerk	01 Year

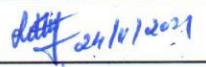
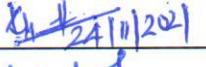
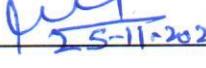
7.0 ATTACHMENT

- 7.1 Annexure-A - Daily Cycle Count Form

8.0 DOCUMENT CHANGE RECORD

Rev No.	Effective Date	Nature of Change	Document Change Request No:
00	03-11-2019	New Document	NA
01	28-11-2021	<ul style="list-style-type: none"> • Periodic Review • Term 3PL changed to STAX. 	

END OF DOCUMENT

	Name & Designation	Signature
Author/ Originator of Doc Change	NITHIN PAUL TEAM LEADER	 24/11/2021
Reviewer (Process Owner)	ANNEESH SREEDHARAN TEAM LEADER	 24/11/2021
Approving Authority	ASHWIN S S MANAGAR LOGISTICS	 25-11-2021

Annexure-A

(TO BE USED IN CONJUNCTION WITH SOP No. SMSA-HC18)

Training Document

SOP No.: SMSA - LG 09 Revision No. 01

SOP Title: INVENTORY & CYCLE COUNT

Trainer: ANEEESH SREEDHARAN Emp. No.: 4040 Sig.: X Date: 27-11-2021

Place: LOGISTICS SECTION Duration (in hours): 01:00 Hrs

The above subject information was preserved to me as part of SMSA training program. I have read and / or understand the material and have had the opportunity to discuss this material with trainer .

Trainee(s)			Date
Emp. No.	Name	Signature	
6676	NISHIN PAUL	<u>lal</u>	27/11/2021
8914	RAHIL ARAYLAKATH	<u>Rahil</u>	27/11/2021
909	M.G Fasniyy	<u>Fasni</u>	27/11/2021
9005	Khalid Bassam	<u>Bassam</u>	27/11/2021
8286	Emran Hassan	<u>Amr</u>	27/11/2021
8467	SHAHID ABBAS	<u>Shahid</u>	27/11/2021
9107	Umar Farooq	<u>O</u>	27/11/2021
6628	Mohamed Alwanim	<u>Alwanim</u>	27/11/2021
7608	Khan Aslam	<u>Aslam</u>	27/11/2021
7916	Abd. Mahfuz	<u>Mahfuz</u>	27/11/2021
9284	Muhammad . Bilal	<u>Bilal</u>	27/11/2021
7911	Yasser Fakim Rubeya	<u>Yasser</u>	27/11/2021
10585	Adnath saeed Alsomali	<u>Adnath</u>	27/11/2021
4936	Abdul kuddus	<u>Abdul</u>	27/11/2021
9224	Firdaus Baig	<u>Firdaus</u>	27/11/2021
7917	Gulam Rasool	<u>Gulam</u>	27/11/2021
8342	Rameez Raja	<u>Raja</u>	27/11/2021
40707	SAFIL	<u>Safil</u>	27/11/2021

Annexure-B

(To be used in conjunction with SOP No. SMSA-HC18)

“Read and Understood”

I have read and understood the following procedure:

SOP No. : SMSA - LG509

Revision No.: 01

SOP Title : INVENTORY & CYCLE COUNT

Name : ANEESH SREEDHARAN Emp. No.: 4040

Sign: X

Date: 27-11-2021