

Dead stock walk-through

Walk the stockroom with a pen: find, note, then sort by the money tied up

Date:

Area / shelf:

Walked by:

Check after days without movement (to start: 90 days, adjust to your range)

Have ready

- ☐ Count sheet from the last stocktake
- ☐ Purchase invoices, to see whether anything was bought since
- ☐ The shelf notes from page 2, cut out

How you spot dead stock

- ☐ Dust on the packaging, yellowed labels
- ☐ Boxes behind other boxes
- ☐ Same quantity as at the last stocktake, and no purchase in between
- ☐ The last purchase was years ago, but the bin is still full

Not on the list, just mark them

- ☐ Slow movers: rarely leave, but regularly, and the stock fits that pace
- ☐ Seasonal goods outside their season
- ☐ Spare parts nothing runs without, emergency material, parts promised to a customer

Findings

No	Bin	Item	Qty	Unit cost approx.	Tied up (qty × cost)	Keep?
1						☐ Exception
2						☐ Exception
3						☐ Exception
4						☐ Exception
5						☐ Exception
6						☐ Exception
7						☐ Exception
8						☐ Exception
9						☐ Exception
10						☐ Exception
11						☐ Exception
12						☐ Exception
13						☐ Exception
14						☐ Exception
15						☐ Exception

Then: Sort the findings by money tied up and start at the top. For every item, decide what happens to it, by when and who takes care of it. Pushing it to the back does not count.

repleno

Shelf notes

Cut out and stick to the bin, so nobody reorders what has to go

DO NOT REORDER

Use this up first

Item: _____

Since: _____

Who takes care: _____

Done by: _____

Way out:

☐ return

☐ transfer

☐ use internally

☐ sell

☐ donate

☐ dispose

DO NOT REORDER

Use this up first

Item: _____

Since: _____

Who takes care: _____

Done by: _____

Way out:

☐ return

☐ transfer

☐ use internally

☐ sell

☐ donate

☐ dispose

DO NOT REORDER

Use this up first

Item: _____

Since: _____

Who takes care: _____

Done by: _____

Way out:

☐ return

☐ transfer

☐ use internally

☐ sell

☐ donate

☐ dispose

DO NOT REORDER

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Way out:

☐ return

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☐ sell

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☐ dispose