

Stock Audit & Reconciliation SOP

Building Materials & Hardware

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This guide explains what the tool produces, how to use the output, and what to watch for. The actual output (draft/report) is generated on the tool page.

Background

Writes a stock-audit and reconciliation SOP — cycle and full physical counts, weighbridge verification for steel, book-vs-physical reconciliation, shortage investigation and pilferage detection — so book stock matches reality and theft is caught. Use it to run audits. For the day-to-day SOP use the Inventory & Stock Management SOP.

Purpose of this tool & output

Count stock and catch shortages

How the output is used

Use it as the SOP to count stock and catch shortages — a periodic physical count and reconciliation that keeps the books honest.

Important cautions

Verify steel/cement by weight and reconcile against bills; separate counting from custody to catch collusion.

Companion documents

- Inventory & Stock Management SOP
- Godown Layout & Handling Design
- Stock Norms & Reorder Planning
- Damage, Breakage & Wastage Control
- Material Handling & Safety SOP
- Inventory & Billing Software Selection

This is AI-assisted guidance. Verify with a qualified professional before any binding decision. Fees, authorities and processes vary by state and change over time — confirm with your state authority.