

Overview

This standard is about overseeing stock checks in logistics facilities, as part of a planned audit, or as requested.

It includes identifying the stock to be checked, carrying out the stock check and using the organisational reporting procedures to record the results.

This standard is relevant to all those who are responsible for stock checks in logistics facilities as part of their job role.

Performance criteria

You must be able to:

- 1 maintain the health and safety of yourself and others at all times, in line with the relevant legislation and organisational requirements
- 2 identify hazards and assess risks as you carry out the activity and wear appropriate personal protective equipment (PPE) where required
- 3 confirm that the relevant training has been received to carry out the work, recognise the limits of your competence and seek access to further training where required
- 4 comply with the policies and procedures of the organisation and the relevant legal and organisational requirements relating to stock checks in logistics facilities
- 5 confirm the purpose and timescale for undertaking the stock check in the logistics facility and how to record the results
- 6 confirm the resources required to complete the stock check
- 7 confirm that colleagues taking part in the stock check know their individual roles and responsibilities
- 8 maintain effective communication with colleagues during the stock check
- 9 confirm that the results of the stock check are recorded and collated, in line with organisational procedures
- 10 compare the findings of the stock check against stock records to identify any discrepancies
- 11 identify and respond to any issues or discrepancies identified by the stock check within the scope and limitations of your responsibilities and competence and report issues which cannot be resolved, in line with organisational procedures
- 12 identify and report security issues relating to the stock check and the actions arising from them in line with organisational procedures
- 13 share the findings of the stock check with the relevant colleagues in line with organisational procedures
- 14 maintain and store the required records in line with relevant legal and organisational requirements

Knowledge and understanding

You need to know and understand:

- 1 your responsibilities under the relevant health and safety legislation and organisational requirements
- 2 how to identify hazards and assess risks as you carry out the activity and the requirements for personal protective equipment (PPE)
- 3 the organisation's policies and procedures and the relevant legal and organisational requirements relating to stock checks in logistics facilities
- 4 how to identify and access the information relevant to the required work
- 5 the importance of undertaking stock checks in logistics facilities, and how often they are required by your organisation
- 6 the format, structure, and content of the stock check reports required by your organisation
- 7 the stock control systems used in your organisation
- 8 the resources required to undertake a stock check, and how to obtain these
- 9 the roles and responsibilities of colleagues and why it is important to maintain effective communication with colleagues during the stock check
- 10 how to identify any discrepancies between stock check figures and stock records
- 11 the issues that may occur when undertaking stock checks in logistics facilities, the actions to take and organisational procedures for reporting issues that cannot be resolved
- 12 the information and recording systems used by the organisation and the legal and organisational requirements for maintaining records, including data protection legislation and organisational procedures for data security

Glossary

Health and safety includes mental and physical wellbeing

Personal Protective Equipment (PPE) could include: high-visibility clothing, hard hats, protective clothing, eye protection, masks, gloves, safety footwear

Stock check: audit, count, recount, reconciliation

Stock control systems: manual, computerised, warehouse management systems, radio frequency

SFLWS34



Oversee stock checks in logistics facilities

Developed by Lantra

Version Number 3

Date Approved 28 Feb 2026

Indicative Review Date 28 Feb 2031

Validity Current

Status Original

Originating Organisation Skills for Logistics

Original URN SFLWS34

Relevant Occupations Warehouse and Distribution, Removals

Suite Warehousing and Storage

Keywords check; stock; levels; records
