

## STOCK LEVEL MONITORING CHECKLIST

**Assessment type:** Observation

**Risk rating:** Vital measure

### Instructions:

Randomly select **three** stock items and verify if the **minimum, maximum**, and/or **reorder levels** are documented on the bin cards or in the stock control system.

| Item Name | Minimum Level Documented<br>(Yes=1 / No=0) | Maximum Level Documented<br>(Yes=1 / No=0) | Reorder Level Documented<br>(Yes=1 / No=0) | Comments |
|-----------|--------------------------------------------|--------------------------------------------|--------------------------------------------|----------|
| Item 1    |                                            |                                            |                                            |          |
| Item 2    |                                            |                                            |                                            |          |
| Item 3    |                                            |                                            |                                            |          |



### Scoring Summary

**Total Score** **Maximum Score** **Compliance %**

9



### Additional Comments / Recommendations

- Are the levels realistic based on usage and delivery lead time?
- Is the stock control system (manual or electronic) regularly updated?
- Are any discrepancies or missing documentation noted?

**Auditor Name & Title:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_