Materials Management
Process Overview

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Inventory Cycle Count ICC

A formal process to cycle-count inventory in storeroom and satellite stores, and improve inventory accuracy using an inventory analysis and classification system.

Basic Trigger

- Scheduled cycle count is generated by CMMS inventory management system

Key Steps

1. The CMMS inventory management system generates a list, by classification, of storeroom items to be cycle-counted daily
2. Storeroom clerks conduct daily (blind) counts to verify inventory accuracy and identify errors
3. Following the cycle count, a physical count is conducted
4. A Discrepancy Report is generated for a physical cycle count that does not match the item quantity in the inventory system
5. If the cost is justified, a second count will be conducted to confirm the count before it is entered into the CMMS

Final Output

- Real-time inventory management

What's Different?

- CMMS inventory management system is used for cycle counting
- A structured approach to inventory management to improve accuracy
- Inventory is analyzed and classified by usage/criticality to ensure availability

Benefits

- More accurate inventory count
- Efficient inventory management practices
- Increased inventory fill rate (fewer stock-outs)