Ice Cream Godown

- You have to Check Temperature at time of Arrival and Departure.
- Then You should extrude "Book Stock" of Products from software SAP.
- Take list of Pending Dispatches "Bill Wise and Date Wise and Product Wise" in One Sheet (if any) (ask for reason of Pending Dispatches). (Pending Dispatches means goods which are sold by Sales Manager but not dispatched to the customer by Godown Keeper. If Shipment of Product is done by Godown Manager then there is no chance of remaining Pending Dispatches. For Sound Goods Dispatch Procedure, it is necessary that there should not be any Pending Dispatches).
- Count Physical Stock (Stake Wise, not product wise) one by one and Note Down following details of each Product for Reconciliation of Book Stock as per SAP and Stock Physically Found.
  - ✓ Serial Number of Counting.
  - ✓ Name and Packing Size of Product.
  - ✓ Physical Quantity of Stock in Godown (Count It)
  - ✓ All Batch numbers (if not possible then take in writing that "WC&F is unable to give all batch number of that particular product to internal auditor".) (Required for Reconciliation of Batches as per SAP and Physical Stock Found).
  - ✓ Month of Manufacturing

    (For finding out Products Expired during the month and Products which are near to Expiry.)

    You can also check blocked quantities of a product during the month in book stock as per SAP.

    Result of this study:-

Mr. RAVI PATIDAR

You will get the blocked quantity of products during the month.

You will get the blocked quantity of products, which are sold / dispatched during the month and/or For Destroy.

Both consequences are reportable in Audit Report.

Reason for a quantity of a product will be blocked.

- Expired Quantity of Product
- Transit Damage Quantity of Product
- Product Complain Quantity of Product

- ✓ Especially You have to find expired Products in Physical Counting which are also find last month and reported in last Audit Report. If You will find same quantity of that particular Product in Current Month also then it is ok otherwise if You will not found the quantity of the product which is reported in last audit report as expired, then You should ask for reason of it. If company sold it then take in writing. Whatever result, we have to report in current month audit report.
- ✓ Over stacking (if we can put 5 boxes of AMUL GHEE over 1 box of amul ghee and we are putting 7 boxes on it then it means amul ghee is over stacking by 2 boxes. In case of carrates there is no concept of over staking.)

- Then make a list of goods which will be destroyed in our presence and take signature of godown keeper (after destroyed it).
- Match the Book Stock and Physical Stock found (Quantity & Batch Both).
- If any discrepancies found (ask the reason of it.)
- Check whether Alarm or Security Bell or Siren is proper working or not.
- Signature is to be taken on following documents.

- ✓ Reconciliation of book stock and physical stock found along with batch numbers if any.
- ✓ Certificate of destruction of damaged and expired products (if any)
- ✓ List of pending dispatches (if any)
- ✓ Any special point if You want to report to AMUL Head Office. Then such point should be written at last of reconciliation.

  E.g. Alarm is not working or any reason related to pending dispatches and any discrepancies found in reconciliation of stock.

- Take Print of Final Reconciliation in three copies for
  1. WC&F
  2. Internal Auditor
  3. GFMMF LTD

  And take signature of following persons before signing the Report
  1. WC&F
  2. GFMMF LTD
     - Accounts :- Nilesh Pal Ji
     - Sales :- Gourav Ji
     - DIC :- Mr. ROY

- Then You have to write how many people have visited the godown during the month from visitor register.
- Then mail the file at "Ravipatidar@Ymail.Com ".
- At last You have to fill visitor register.

Mr. RAVI PATIDAR