

AMS															
Key Action # 1 - Manage Stock															
How	Actions	Method	Who			Measurement	Target	Performance Report	Cycle	Risk (1-low; 3-high)					
	Link to Action Audit Index		1	2	3					R1	R2	R3	R4	R5	R6
1.1	Maintain Floor Stock Levels		ED												
1.11	Identify sold stock	Sold Stock List & Value	ED	AD	GH	Stock sold as % of sales	10%	Product Sales Report	M						
1.12	Identify stock required	Review IT stock turn-report	ED	AD	GH	Item stock turns p.a.	>3								
1.13	Order stock	Create store order	ED	AD	GH										
1.14	Prepare transfers	Create Transfer	ED	AD	GH	Slow moving stock p.a.	<3								
1.15	Follow up outstanding orders	IT O/S order report	ED	AD	GH										
1.2	Confirm & Receive Stock		JE												
1.21	Prepare for receipt of stock		JE												
1.22	Receive stock	Receipting Form	JE												
1.23	Check stock		JE												
1.24	Advise exceptions	Incident Report	JE						M						
1.25	Confirm receipt of stock	Confirm Transfer	JE						D						
1.3	Manage Delivery of Stock		RB												
1.31	Check stock		RB												
1.32	Barcode stock		RB												
1.33	Ticket stock		RB												
1.34	Placement of stock	Floor Plan	RB						Q						
1.35	Merchandise stock		ED												
1.4	Secure & Control Stock		JE												
1.41	Stock security		ED												
1.42	Review stock in / out		RC												
1.43	Adjustments reported	Incident Report	JE						M						
1.44	Prepare stocktake	Stock-take Action Form	JE						Q						
1.45	Stocktake merchandise		ED												
1.5	Maintain & Repair Stock		GH												
1.51	Check stock received		GH												
1.52	Maintain floor stock		ED												
1.53	Repair floor stock		ED												
1.54	Report major repairs	Floor Stk Repair Form	ED						W						
1.55	Replace / reduce damaged merchandise		GH												

Help
Example
Only