Inventory Management Error Root Cause Analysis

Overview

A summary of the incident where discrepancies were identified in inventory management.

Date of Incident	2024-04-24
Reported by	Jane Doe
Location	Warehouse #3
Item(s) Affected	Product XYZ (SKU: 12345)

Error Description

A stock discrepancy was detected during routine cycle counting. The recorded inventory for Product XYZ showed 250 units; only 180 units were physically present.

Root Cause Analysis

Potential Cause	Evidence	Status
Manual entry error	Stock card entries inconsistent with receiving reports	Possible
Missed stock adjustment	No log of damaged inventory removal	Confirmed
System integration delay	No interface issues recorded in IT logs	Unlikely

Corrective Actions

- Review and update SOP for damaged goods.
- Conduct refresher training for warehouse staff on inventory adjustments.
- Implement additional review of manual entries during weekly audits.

Preventive Measures

- Automate inventory adjustment logging in the system.
- Increase cycle count frequency for high-risk SKUs.
- Introduce double-checks for all manual adjustments.

Notes: This is a sample template for documentation purposes. Edit fields as appropriate for actual cases.