

Crate Stocktake Guide

Stocktake Preparation Checklist - Stage 1

- Establish a stocktake timetable**

- Set stock count date (as close to 12 October 2020, as possible)**

- Prepare a site and location plan (all the sites where crates are used)**

- Nominate staff who will be involved in the count for all sites**

- Display examples of COLES crates to ensure accurate identification when counting**

- Prepare stock count tally sheets for all sites and locations, and number in sequence**

[Proceed to Stage 2](#)

Crate Stocktake Guide

Stocktake Checklist - Stage 2 (Site Level)



Assemble all involved staff for final briefing

This is to ensure all staff are familiar with allocated activities and to make any necessary amendments, such as covering absenteeism.



Provide the blank 'numbered' Stocktake Declaration Sheets



Explain the following 'location' details

- + **Empty – Unused / Clean crates – usually Palletised**
- + **WIP – Work in Progress i.e. crates being filled with produce**
- + **Storage – full crates in storage**
- + **Filled – crates ready for dispatch**
- + **Other – e.g. rejected stock, damaged crates**



Direct staff to their designated locations

Teams should not move out of their designated count areas. When each section is counted, checked and entered on the tally sheet, place some identification mark adjacent to that section to indicate the count is complete (suggest chalk marks on the floor or racking etc.). Staff should count in at least a team of two people to promote accuracy.



Enter details of counts into the 'Crate Stocktake Declaration Sheet'

- + Be sure to record counts using numbers, not ticks and / or slashes etc.
- + Re-count any sections where deemed necessary and if required, amend original counts
- + Audit with spot checks (if deemed necessary).
- + Upon completion of count, teams should hand in their Stocktake Declaration Sheets for checking to ensure all copies are returned.



All copies of Crate Stocktake Declaration Sheets are signed and dated by the Lead Counter and a Manager, prior to sending to CHEP

Please ensure that all data, especially the total quantities are legible.



Scan and email completed Crate Stocktake Declaration Sheets to

ColesCrateStocktake@chep.com

EXAMPLE (Crate Stocktake Declaration Sheet)

Business Name:	Example Name Pty Ltd
CHEP Account Number:	4000000000
Site / Location Address:	1 Example St, Example
Date of Stock Take:	30/06/2020

Sheet Number:

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Location	Count – write in numbers only										TOTAL
	32	16	8	45	1	17					
Empty (Unused / Clean)											119
WIP (Work In Progress)	22	82	166	90	800	15	3	28	198		1,404
Storage											
Filled (Ready for Dispatch)											
Any Other											
GRAND TOTAL											1,523

I am duly authorised by the abovementioned Company to make this legal declaration, and I declare that all the stock take data provided here is a true and correct account of the CHEP equipment in the company's possession.

Lead Counter:		Manager / Witness:	
Name:	Example 1	Name:	Example 2
Position:	Day Shift Supervisor	Position:	Warehouse Manager
Email:	example1@example.com.au	Email:	example2@example.com.au
Signature:	Print and Sign Example 1	Signature	Print and Sign Example 2