

## Appendix D –Checklist for Cycle Count & Physical Reconciliation



		DONE
PREPARE	Manager to notify staff of cycle count date, distribute procedures & excel workbook.	
	3 days prior to cycle count date, run MARA Aged ESRF report to reconcile any open books already issued to clients.	
PHYSICAL COUNT	Do physical count of all passport books on floor, scan serial #s into “Workmatch”.	
	Insert subtotals from the physical count of the floor into the “PPT528” report.	
	Insert dry seal serial #s and subtotal into the “PPT528” report.	
	Insert photocard and pre-paid envelope subtotals to the “PPT528” report.	
SYSTEM COUNT	Run SAP-IQ09 (plant#/0001), paste serial #s into “Workmatch”. Save copy.	
	Plant analysis SAP-MCBE (plant#), insert system floor count into “PPT528” report.	
	Plant analysis SAP-MCBE (plant#), insert system vault count into “PPT528” report.	
COMPLETE REPORT	Sort “Workmatch”, make sure discrepancies in “PPT528” are found in “Workmatch”. (Regional Offices only)	
	Complete remaining sections: plant #, month, date, time, counter, witness, certified.	
	Email report to PPCM-Passports&Consumables.	
	Wait for confirmation report balances and is free of errors, mail to PPCM (no fax).	
GRATIS/SPOIL/FAULTY/DEFECTIVE	Open IQ09 excel doc, sort by ‘Inventory number”, delete good books.	
	Pull Gratis list, SAP-IQ09, Get Variant (plant#/date range).	
	Verify that all the books on your gratis/spoil/missing/faulty/defective lists are present.	
	Gratis/Spoil/Missing/Laminate: PPT491 to be approved, then shred using approved process, send documentation to PPCM-Planning	
	Faulty/Defective: PPT491 to be approved, pack-up shipment & include copies of documentation/RMA#, send documentation to PPCM-Planning	