EXAMINATION OF SELECTED AUDITOR-GENERAL'S FINANCIAL AUDIT REPORTS 2021

Organisation: NSW Health

Date Received: 28 June 2022



Mr Greg Piper MP Chair, Public Accounts Committee NSW Parliament Email: pac@parliament.nsw.gov.au

Your ref D22/24651 Our ref H22/54452-5

Dear Mr Piper

Thank you for your letter seeking NSW Health's comments on the findings and recommendations in the Auditor-General's Financial Audit Report on Health 2021.

Ms Carmen Rechbauer, Chief Executive, HealthShare NSW, the agency within NSW Health overseeing whole of government personal protective equipment supply efforts, has advised me that an extensive work has been carried out to address the Auditor-General's recommendations. This has been in consultation with both the Audit Office and the whole-of-government warehouse and logistics provider, Linfox.

I enclose a table providing detailed responses to the Committee's questions.

Thank you again for writing. For more information, please contact

Yours sincerely

Secretary, NSW Health

Encl.

Despite significant improvements in daily inventory management reporting, reconciliation and the annual stocktake process in FY20-21, subsequent audit activities undertaken by the Audit Office NSW highlighted further opportunities in the recording and currency of batch/expiry data.

These opportunities escalated a program of work to strengthen processes, accuracy of reporting and ongoing governance of batch/expiry information in the HealthShare NSW - Whole of Government Warehouse operation, which has been completed within this financial year. Further details of the batch/expiry program, stocktake methodology and overall inventory management approach for FY21-22 are provided in the table below in response to the PAC questions.

HeathShare NSW's Audit & Risk Management Committee has been monitoring progress.

Ref	Finding and PAC Question	Management Comment	Action Plan ¹	Current Status
1	The Auditor-General reported HealthShare NSW was unable to substantiate the best before dates for 14% of samples selected for testing by audit. What action has HealthShare NSW taken to ensure key inventory details are accurate in the inventory management system?	The expectation of accurate data was established with the warehouse operator. However, the validation of inputs was approached on an ad hoc basis during FY21.	A full best before date (BBD) validation schedule and improved monitoring was delivered during FY22.	 A physical review of all batches of stock across 6 warehouses Adjustment of data in Linfox warehouse management system (product batch and expiry dates) Re-alignment with financial reporting and new dashboards created for visibility of data Review and amendment of systems and controls – Batch field in Linfox warehouse system amended to allow full visibility of batch information All relevant operating processes reviewed and amended with Linfox (including inbound and quarantine procedures)

When the Audit Office of NSW issued its Management Letter on 15 November 2021

Ref	Finding and PAC Question	Management Comment	Action Plan ¹	Current Status
				System controlled notification and threshold of review and physical confirmation (60 days prior to system expiry) Correspondence with all relevant suppliers to confirm expiry information and formally document and extensions granted by manufacturer •
2	The Auditor-General observed weaknesses in HealthShare's general stocktaking methodology and recommended that HealthShare NSW review its current methodology to incorporate validation of data, such as the best before dates, which were integral to the agency's inventory impairment assessment. Please provide an update on HealthShare's progress regarding this recommendation, including a copy of the reviewed stocktaking methodology if available.	HealthShare provided the stocktake methodology to the Audit Office for comment before we commenced. It outlined our reasons for excluding the BBD validation as part of the process. Our focus for FY21 was to consolidate the Whole of Government Warehouses and complete a full stock take to validate stock on hand, which was in line with FY20 recommendations by the Audit Office. We were unaware that the Audit Office had suggested HealthShare incorporate a BBD review into the stocktaking methodology.	Failures in the agreed stocktake process have been addressed with Linfox and corrective actions agreed to and incorporated into the 2022 Stocktake Management Procedure (Attachment).	The 2022 Stocktake Management procedure has been developed in collaboration with HealthShare NSW, independently reviewed by PwC, and submitted to Audit Office NSW for review and acceptance. Controls introduced in the 2022 Stocktake Management Procedure include: Warehouse Management System led stocktake management Data entry directly into Linfox system Controls to ensure all saleable inventory is included in program Controls to ensure all empty locations are checked in program

Ref	Finding and PAC Question	Management Comment	Action Plan ¹	Current Status
				Sampling methodology to include all products in inventory checked for Best Before Date and Batch information Sampling methodology to include all quarantined products for confirmation Direct system adjustment of inventory data in the event of a variance
				Additional controls included in the 2022 Stocktake program include:
				HealthShare NSW attendance of all live stocktake events HealthShare NSW observation documents and sampling completed
				 Post-stocktake review and sign off of results by HealthShare NSW
				An invitation has been extended to the Audit Office NSW to attend live stocktake events at all warehouses.
3	The Auditor-General reported HealthShare NSW's impairment assessment for its 2020-21 year-end inventory balances, did not assess whether post balance date inventory consumption supported or	The Covid-19 Delta outbreak led to a significant surge in inventory consumption. Unfortunately, this was not predicted within FY21 financial statements completed in early July 2021. HealthShare acted	HealthShare will continue to refine the data inputs to ensure the consumption quantities used in the impairment model are accurate and up to date	To ensure the appropriateness of the estimated impairment value HealthShare NSW has considered the underlying data for the inventory consumption estimation is sourced from the NSW Health Oracle

Ref	Finding and PAC Question	Management Comment	Action Plan ¹	Current Status
	contradicted initial forecasts used to assess impairment. Initial forecasts were based on average from early 2020 through to 30 June 2021. What action has HealthShare NSW taken to ensure that: • the current data used to estimate the consumption data is the best available; • inventory consumptions forecast are based on up to date usage patterns; and • appropriate procedures are in place to assess initial estimated consumption against post balance data actual consumption.	quickly to accommodate this unprecedented surge in demand with fit-for-purpose PPE for the people of NSW. We balanced this response by complying with the requests to review and reduce the value of the impairment. Inconsistent report iterations were also found due to different sample data being used. This has been resolved internally by our teams agreeing on consistent data sets which will be referred to as consumption.		Inventory Issuance report that captures all of the inventory movement within the Whole of Government Warehouse, which is being reconciled daily by the warehousing team. This underlying data for inventory consumption estimation is based on up to date usage patterns as it covers the period April 2020 to June 2022, which covers the peaks and troughs of the pandemic, from the start of the covid outbreak, Manly outbreak, Delta variant outbreak and Omicron variant outbreak. Updated and appropriates procedures are now in place to assess the initial estimated consumption accuracy by further improving the impairment calculation methodology and processes by • addressing the limitation of the previous manual calculation model to a systematic automated model • introducing sophisticated logic into the automated model, such as depletion of inventory on the

Ref	Finding and PAC Question	Management Comment	Action Plan ¹	Current Status
				earliest Best Before Date first basis considering external factors impact on consumption estimation and impairment value such as National Medical Stockpile inventory donation request.





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Stocktake Management Procedure

GOVERNMENT AND DEFENCE BUSINESS UNIT NSW GOVERNMENT



Stocktake Management Procedure

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Feedback on this procedure is welcomed.

A Document Change Request (DCR) is to be raised when proposing changes. The DCR form can be obtained from the Business Process Management System (BPMS) at the following link QPI-FM-DCR-001 or by request from Defence QMS@Linfox.com. New DCRs must be submitted by email to Defence QMS@Linfox.com.

This document is generated and maintained using the Government and Defence BPMS.

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APPROVALS

This Procedure has been reviewed, accepted, and demonstrates that the signatories are aware of all the requirements contained herein and are committed to ensuring their provision.

	Name	Position	Date
Prepared By	Hayley Innes	Regional Operation Manager Linfox - Government	11 Mar 2022
Document Controller	Dean Kirkwood	Inventory Manager, Linfox - Government	16 May 2022
Basissana	Benn Grandidge	Commercial Manager - HealthShare NSW Whole of Gov Warehouse	31 May 2022
Reviewers	Michael Arthur	Quality Assurance Coordinator – Linfox Government & Defence	31 May 2022
Quality Assurance (Michael Arthur on behalf of) Vickie Martin		National Quality Assurance and Control Manager	1 Jun 2022
Process Owner/ Approver	Dwayne Hayes	National Business Manager, Linfox – Government	1 Jun 2022

AMENDMENT RECORD

This Procedure is reviewed to ensure its continuing relevance to the systems and process that it describes. A record of contextual additions or omissions is given below.

Amendment Type	Context	Version	Date
n/a	Initial Issue	1.0	22 Apr 2021
Major	Updates for 2022 Stocktake in accordance with DCR093. Updated to align with changes to DWS and removal of references to sealed containers. Updated with new stocktake forms. Updated role names.	2.0	1 Jun 2022

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This Procedure is distributed to the following staff:

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Regional Operations Manager				
Facilities and Business Administration Manager				
Inventory Manager				
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1. OBJECTIVE

The objective of the Stocktake Management Procedure is to outline the steps required for managing the Stocktaking and Investigation activities for the physical verification of inventory held in a Whole of Government Warehouse (WGW) warehouse.

To support the New South Wales Health policy, all stocktaking activities including, counting, reconciling, investigating and reporting should be completed as close to the end of the financial year as possible, but not extend past 24 of June and commence no earlier than 30 May of each financial year.

2. STOCKTAKE SCOPE

A one hundred per cent (100%), end-to-end blind stocktake of bin, product and quantity encompassing all saleable products and every Whole of Government Warehouse (WGW) site.

Inclusive of:

- a. WGW Personal Protective Equipment (PPE) & Rapid Antigen Test (RAT) kit holdings (100%)
- b. MES Medical Equipment (100%)
- c. Batch and Shelf-life verification, selected by using a randomiser to generate three bin locations for each HealthShare Item Master File (HIMF) per site as per Table 1.
- d. Non-saleable "units, product and bin locations" only, selected by using a randomiser to generate three bin locations for each HIMF per site as per table 1.
- e. Sample of 10 HIMF's at Paramount Wetherill Park, selected by using a randomiser to generate three bin locations for the 10 HIMF's.
- f. Sample of 7 HIMF's at Paramount Smithfield, selected by using a randomiser to generate three bin locations for the 10 HIMF's.

Excluded;

a. Department of Education (DoE), Onelink overflow and PLS Pallecons not included in scope.

Table 1: Batch and Shelf-Life Verification and Non-Saleable Stocktake

Site	Huntingwood	Kelloggs	Kings Park	St Mary's	Proctor & Gamble	Ron Crouch
Storage Type	Bin Locations	Bin Locations	Pallets (Bulk Storage)	Bin Locations	Bin Locations	Bin Locations
HIMFS	19	32	50	105	16	16
Batch and Shelf Life Verification	57	96	150	315	48	48
Non Saleable	57	96	150	315	48	48

*Example only

NOTE: In the instance where the use of Radio Frequency (RF) is not possible, manual count sheets will be printed via Digital Warehouse System (DWS).

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DATA FILES AND FORMS

The data files and forms used in this procedure are listed below.

Table 2: Data Files and Forms

Platform	Data File and Form	Details
DWS	Material Master	A file contained in the "master" file that contains all material master data.
DWS	Stock on Hand report	An output file generated by the "master file" detailing Stock on Hand (SOH) by site.
DWS	Quarantine Register	A file in the inbound/outbound register detailing all stock moved in and out of quarantine.
MS Word	Stock Discrepancy Investigation from	A document to record the physical investigation of stock in variance.
MS Word	Stock Variance Investigation report	A report used to summarise the investigation of stock discrepancies.
MS Excel	Linfox Stocktake Plan	The master spreadsheet to manage the stocktake reference numbers, physical inventory documents and storage bin ranges to be counted as part of the stocktake in DWS according to the stocktake scope.
Oracle	Oracle	The system used to manage stock by HealthShare in the WGW network.

4. STOCKTAKE COUNT METHODOLOGY

The stocktake methodology outlined in this document applies to the type of stocktake being conducted as outlined in section 2.

- a. The Counter is directed to a location where they scan the location and SSCC label applied to the pallet. The counter conducts a visual check of the stock in each bin location against the RF for:
- b. The total cartons are multiplied by the inner quantity of a carton to obtain a total quantity (this process is repeated for each bin location);
- c. The counter, using the RF unit, manually enters the counted quantity
- d. The total quantity for every product is entered via DWS based on the Physical Inventory Document (PID)'s; and
- e. Recounts will be automatically generated via DWS, new counters will be assigned via DWS to conduct recounts, repeating the above steps.
- f. The Linfox WGW Inventory Supervisor will conduct investigations in accordance with the stocktake schedule post completion of final counts, including completion of "Stock Variance Investigation Report form for NSW Government Whole of Government Warehouse" (WHS-FM-SVARIS-045).
- g. Remaining variances will be adjusted within DWS and reflected on daily reporting upon completion of final counts.

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- h. The Linfox WGW Inventory Supervisor will update ServiceNow ticket with all relevant adjustment and investigation commentary.
- i. Confirmation of stock alignment in Oracle by NSW HealthShare via the poststocktake alignment meeting and written confirmation from the Inventory Manager, Operations Manager & Whole of Government Warehouse.

NOTE: DWS will only direct operators to locations that have not previously been counted or require second counts, this ensures there is no opportunity for double counting.

5. RECONCILIATION METHOD

The Linfox NSW Government Central Team creates a Stocktake Plan document in Microsoft Excel, encompassing all sites, this workbook is to reference the DWS PID's.

- a. The Linfox NSW Government Central Team creates PID documents in DWS
- Surplus to Location Count sheets (WHS-FM-SURLCW-045) will be utilised where stock is found surplus in location during first counts and entered as a second count.
- c. The PID documents are created with considerations such as:
 - (i) warehouse layout;
 - (ii) specific aisle sequence; and
 - (iii) applicable stocktake (one of the five planned methodologies below).
- d. The Linfox WGW Inventory Manager will deploy teams to conduct first counts in alignment with the Stocktake Plan document directed by DWS using RF units.
- e. DWS automatically generates second counts for any variances that arise from the first counts and allocates to counters that did not conduct first counts.
- f. The Linfox NSW Government Central Team will create second counts for erroneous tasks, including surplus to location reports arising from batch and shelf stocktakes.
- g. The Linfox WGW Inventory Manager will deploy teams to conduct second counts in alignment with the Stocktake Plan document directed by DWS.
- h. Any variances follow the variance resolution process (see sect 15.6 of this document).

6. RESOURCES (STOCKTAKE TEAM)

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A stocktake team for each site will be made available for the duration of the stocktake and consist of the following:

- a. Linfox NSW WGW will provide:
 - (i) a Linfox NSW WGW inventory representative; and
 - (ii) a Linfox NSW WGW inventory stock controller.

NOTE: Depending on the stock volume held at a site, additional resources will be made available on request by the site or at the discretion of the Linfox NSW WGW Inventory Manager or as requested by NSW WGW.

b. The stocktaking site will provide:

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- (i) dedicated and suitable Manual Handling Equipment (MHE) that can access all areas where any WGW stock is located, this may include equipment such as a counter-balance forklift or high reach forklift;
- (ii) dedicated Stock Controller(s) with a license to operate the required MHE;and

NOTE: The number of Stock Controllers provided should be determined by the volume of stock and complexity of the count being conducted at each site. A specific number above a single dedicated resource may be requested in advance by Linfox NSW WGW.

- (iii) dedicated Inventory Controller or site Inventory Team member familiar with the local stock management system and WGW stock holdings.
- c. HealthShare will provide a dedicated NSW WGW representative.
- d. A representative from the auditing agency is invited to attend each site stocktake to support the process validation activities under the guidance of NSW HealthShare and Linfox representative.

NOTE: New South Wales, Whole of Government Warehouse is required to provide sufficient notice of at least 48 hours prior to the commencement of the planned stocktake of the representatives from the auditing agency attending the site.

e. Each site is responsible for coordinating and conducting the stocktake. The Linfox NSW WGW team will be providing counting resources to assist the site and a representative to assist the site POC. Healthcare will be conducting an observation audit of the stocktake process only. NSW HealthShare and the audit office are not responsible for co-ordinating the stocktake activities.

NOTE: Adherence to the chain of command within respective organisations is integral to ensuring methodology application is consistent. All change requests from NSW HealthShare and the Audit Office are to be provided to the Linfox Government National Business Manager in writing for approval.

7. ROLES AND RESPONSIBILITIES

The roles and responsibilities are outlined in Table 3.

Table 3: Roles and Responsibilities

Team	Role	Responsibilities
Linfox NSW	Inventory Manager	Responsible for developing and co- ordinating the stocktake in accordance with the Stocktake Management Plan (this document)'
WGW Inventory	(ONSITE)	 Primary liaison between Linfox and NSW HealthShare.
		 Reviewing the final stocktake result and issuing the summary report.
Linfox NSW WGW Inventory	Inventory Supervisor (ONSITE)	Responsible for co-ordinating and communicating the stocktake plan and schedule to sites within the NSW WGW network.

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Team	Role	Responsibilities
		Creation of PID in DWS in alignment with the stocktake plan
		Primary liaison between site and the NSW WGW Inventory team.
		Issuing counting sheets
		Issuing re-counts
		Conducting variance investigations
		Assisting the site POC.
		Assisting HealthShare.
		Responsible for ensuring all transactions are completed prior to the stocktake.
		Responsible for ensuring an inventory management hold is placed and maintained on sites undertaking a stocktake.
Linfox NSW WGW Inventory	Inventory/Systems Analyst	Creation of PID in DWS in alignment with the stocktake plan
	(OFFSITE)	Reconciling counted data against expected data
		Compiling site count summaries.
		Assisting the NSW WGW Inventory Supervisor with investigations.
		Responsible for entering completed count sheets into the digital count file.
Linfox NSW WGW Inventory	Inventory/Stock Controller (OFFSITE)	Assisting the Inventory and Systems analyst.
	(GIT GITZ)	Assisting the NSW WGW Inventory Supervisor with investigations.
		Responsible for conducting the physical count with the site resource.
Linfox NSW WGW Inventory	Inventory/Stock Controller(s) (ONSITE)	Assisting the Inventory and Systems analyst.
		Assisting the NSW WGW Inventory Supervisor with investigations.
		Acts as the primary point of contact between the site and the Linfox NSW WGW Inventory team.
	Site Stocktake Manager (POC) (ONSITE)	Responsible for ensuring the stocktake requirements are fulfilled.
Local Site		Responsible for completing any site-specific inductions and introductions.
		Responsible for co-ordinating the physical counts driven by DWS.
		Collecting and uploading any manual count sheets.

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Team	Role	Responsibilities		
Local Site	Inventory/Stock Controller(s) (ONSITE)	Responsible for conducting the physical count with the Linfox NSW WGW Inventory stock controller.		
NSW HealthShare	Representative (ONSITE)	Responsible for conducting audit office support and HealthShare observation audit of stocktake process only.		
Audit Office	Audit Office representative (ONSITE)	Limited to observation only of NSW Health Stocktaking process.		

8. EQUIPMENT, MATERIALS AND FACILITIES.

Each site is responsible for ensuring adequate and uninterrupted access to facilities and equipment is provided for the duration of the physical stocktake.

8.1 Site Facilities and Equipment:

Outlined below is the minimum equipment, material and facilities required from each site.

- a. A dedicated office or conference room for the duration of the stocktake with:
 - (i) furniture;
 - (ii) power outlets; and
 - (iii) internet connection (Linfox Wi-Fi or hard line).
- b. access to bathroom and lunchroom facilities;
- basic stationary items;
- d. dedicated MHE for the duration of the stocktake:
- e. communication of site specific COVID safe protocols seven days prior to planned stocktake activities; and
- f. it is the responsibility of each person attending a site for stocktaking to ensure they have the appropriate PPE. Entry into sites may be denied without the minimum PPE requirements listed below:
 - (i) high visibility clothing (vest or top); and
 - (ii) safety shoes with a steel capped toe.

8.2 Elevated Work Platforms (EWP's):

The Linfox NSW Government central team will be arranging EWP's (scissor lifts) for each site with racking to support the stocktake.

- Scissor lift operators need to be deemed competent by a Linfox Operational Trainer (LOT).
- Scissor lift operators do not need to hold an EWP license, commonly referred to as a "yellow card" provided they do not exceed a height of 11 meters while operating. Refer to LIN0011 for further information.

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- c. Passengers of EWP's do not need to be deemed competent by LOT provided they are not in control or operating the EWP at any time.
- d. Weight and or passenger limits of EWP's must be always adhered to.
- A risk assessment for stocktaking in an EWP has been completed to support the stocktake.
- f. EWP operators must follow all local site traffic management rules as per the site induction and traffic management plan.
- g. EWP's must be placed on charge when not in use.
- h. A permit to work is not required to operate EWP's on site, so long as the operator is employed by Linfox and conducting work associated with the stocktake.

9. RECOMMENDED RESOURCING

Table 4 outlines the recommended resourcing requirements for stock controllers involved in physically counting the stock, based on site pallet holdings to complete the stocktake within the accepted timeframe.

NOTE: The stock data displayed in the Table 4 is accurate as of Tuesday 31/05/2022 from the DWS Stock on hand file and considers all applications listed in the Stocktake Scope.

Table 4: Recommended Resourcing

BU	Site Name	Pallet Count	Pallet Holding Pct (%)	Linfox NSW WGW Stock Controller	Site Stock Controller / Resource	EWP's required
G&D	Huntingwood	263	0%	2	4	2
G&D	Kings Park	12,073	18%	3	6	1
G&D	St Marys	39,290	60%	4	12	6
C&HG	Kellogg's	1,334	2%	2	4	2
C&HG	Proctor & Gamble (Health RAT's)	8,000	12%	3	6	3
G&D	Ron Crouch (Health RAT's)	5,000	8%	3	6	3

*Subject to change

10. RATE OF EFFECT

The estimated rate of effect has been calculated as a Full Time Equivalent (FTE) using the recommended resourcing requirement for each site inclusive of Business Unit (BU) resource split.

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Table 5: Rate of Effect

Site	Ordinary Hours	Overtime Allowance	MHE Required	Scissor Lift
Huntingwood	6.83	N	Y	Υ
Kings Park	152.32	N	Y	Y
St Marys	540.73	N	Y	Y
Paramount	10	N	Y	N
Smithfield	5	N	Y	N
Kellogg's	37.54	N	Y	Y
Proctor & Gamble (Health RAT's)	101.35	N	Y	Y
Ron Crouch (Health RAT's)	63.33	N	Y	Y
Total:	902			

^{*}Subject to change

11. SITE INVENTORY MOVEMENT HOLD

For the duration of the stocktake, including investigation and resolution, each site will independently enter a lockdown period at 12:00 hours the day prior to the planned Stocktake. At the conclusion of the stocktake for each site, the Linfox, NSW WGW Stocktake Manager will provide written authority for the site to return to business-as-usual activities.

This lockdown consists of the following (for the duration of the site stocktake):

- a. a freeze on all inbound and outbound movements (receipt and despatch);
- NOTE: Exceptions may apply if approved by both the Linfox National Business Manager and HealthShare for the purpose of order fulfilment in where a required stock item is only maintained at the site undertaking a stocktake. This must be documented and submitted as evidence for the stocktake.
- a freeze on all internal stock movements within the site (bin-to-bin movements).
 Excluding any internal stock movements required, in support of the inventory validation; and
- c. all DWS transactions and stock on hand changes must be finalised prior to the stocktake and must not occur for the duration of the stocktake unless required and approved by HealthShare for the purpose of the stocktake.

12. SITE STOCKTAKE SCHEDULE

A planned <u>stocktake schedule</u> is shown in Table 6. Stocktake schedule dates to be confirmed with stakeholders 14 days prior to audit.

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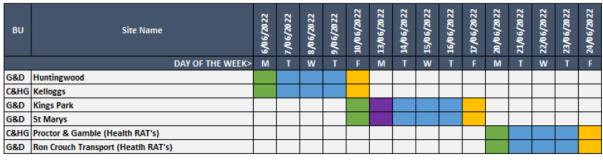
Stocktake Management Procedure

Table 6: Planned Site Stocktake Schedule (View 1)

BU	Site Name	Pre-Stocktake Start		Stocktake End	Post Stocktake
		(Admin)	(First Day)	(Last Day)	(Admin)
G&D	Huntingwood	6/06/2022	7/06/2022	9/06/2022	10/06/2022
C&HG	Kelloggs	6/06/2022	7/06/2022	9/06/2022	10/06/2022
G&D	Kings Park	10/06/2022	14/06/2022	16/06/2022	17/06/2022
G&D	St Mary's	10/06/2022	14/06/2022	16/06/2022	17/06/2022
C&HG	Proctor & Gamble	20/06/2022	21/06/2022	23/06/2022	24/06/2022
G&D	Ron Crouch	20/06/2022	21/06/2022	23/06/2022	24/06/2022
G&D	Paramount Wetherill Park	21/06/2022	22/06/2022	23/06/2022	24/06/2022
G&D	Paramount Smithfield	21/06/2022	23/06/2022	24/06/2022	27/06/2022

NOTE: Sites in Table 6 represent the final list of sites scheduled to perform a stocktake.

Figure 1: Planned Site Stocktake Schedule (View 2)



Pre-Stocktake alignment meeting and stocktake plan creation

Stocktake

Post-Stocktake alignment meeting and discrepancy close-off

Public Holiday

NOTE:

The sites and timeline listed above are accurate at the time of writing but subject to change in accordance with Table 6. Sites that are collapsed prior to the commencement of a stocktake will be excluded from the timeline. Updated timelines will be provided as they are realised, however, it is not desirable to change the stocktake dates for active facilities as resource and equipment availability may also change Should the counting tasks be completed earlier than the allocated time, Linfox will engage NSW HealthShare to agree on revised timing for the Post-stocktake alignment meeting and discrepancy close off.

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12.1 Schedule Delays

Table 7 defines risks that may result in delays to the planned stocktake schedule and associated mitigation actions:

Table 7: Schedule Risks

Risk	Mitigation
	Site will assess impact of changed COVID-19 restrictions in accordance with Linfox COVID-19 Emergency Management Requirements.
Delay due to COVID-19 restrictions	Linfox NSW WGW Inventory Supervisor will review impact of COVID-19 requirements at site with the Linfox WH&S contact and work with HealthShare to reschedule the stocktake and / or arrange PPE and safe work procedures to conduct the stocktake.
Delay due to other emergency or disaster	Linfox NSW WGW Inventory Supervisor will review impact on the stocktake schedule due to inability to access the site and work with HealthShare to agree on a new stocktake schedule.

13. INVENTORY MANAGEMENT AND FILE MANAGEMENT

The stock on hand file is managed at a site level using a warehouse management system, see Table 8.

Table 8: Stock on Hand File Management

Site	BU	Platform	Reconciliation Method
Huntingwood	G&D	DWS	DWS Stocktake Validation
Kings Park	G&D	DWS	DWS Stocktake Validation
St Marys	G&D	DWS	DWS Stocktake Validation
Kellogg's	C&HG	DWS	DWS Stocktake Validation
Proctor & Gamble (Health RAT's)	C&HG	Paperless WMS	Master File ∀alidation
Ron Crouch (Health RAT's)	G&D	Freight 2020	Master File ∀alidation

14. HEALTHSHARE (NSW WGW) REPORTING ALIGNMENT

To ensure pre and post stocktake alignment, the Linfox DWS stock-on-hand file must be compared to the HealthShare Oracle stock-on-hand.

A stocktake summary report must be completed in collaboration with HealthShare – NSW WGW at the conclusion of the physical stock count at each site. The reporting output will be emailed daily to key stakeholders.

14.1 Pre-Stocktake

As agreed, Linfox will schedule a time with HealthShare prior to commencement of each Stocktake to in brief all stakeholders.

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14.2 Post-Stocktake

At the conclusion of the physical stocktake and any investigation and resolution period for each site, another alignment meeting must be scheduled between Linfox and HealthShare to compare the stock on hand files for each site.

NOTE: There will be one ServiceNow ticket raised for all variances identified, this will occur at the conclusion of the stocktake at each site.

14.3 Post-Stocktake Summary Report

At the conclusion of the physical stocktake, Linfox will collaboratively work with HealthShare – NSW WGW to complete the Site Stocktake Summary report which details the outcome of the stocktake including any investigations and discrepancies, if any.

15. STOCKTAKE PROCEDURE

15.1 Planning the Stocktake (pre-stocktake)

- a. Prior to the stocktake, ensure that all site-specific entry requirements are clearly communicated to all persons (internal and external). One (1) hour will be dedicated at each facility to complete the following:
 - (i) site inductions;
 - (ii) COVID-19 restrictions and requirements;
 - (iii) PPE requirements; and
 - (iv) site escorts and supervision.
- b. All existing PID's in DWS not included in the Stocktake Plan must be finalised prior to the commencement of the stocktake.
- c. The Linfox, New South Wales, Whole of Government Warehouse Inventory Team (Central Inventory Team) ensures that all inbound and outbound transactions are completed for the site(s) conducting a stocktake and will provide a report to support nil transactions. Sites will enter a lockdown period, commencing at 12:00 hours the day prior to the planned stocktake.

NOTE: A ServiceNow ticket must be raised for any transactions that cannot be posted.

- d. The site Stocktake Manager is to ensure suitable access to RF units, ample battery life and or replacements for all equipment being used to conduct stocktaking activities.
- e. Before scheduling to physically conduct a stocktake, the Site Stocktake Controller (site point of contact managing the stocktake or their appointed delegate) must consult with the Site Supervisor/Team Leader to ensure applicable MHE is available and be advised of any changes to the area that might affect the stocktake.
- f. Ensure the Stocktake Operator has applicable clearances to the area, is not responsible for day-to-day operations in that area and has appropriate MHE licences.
- g. All products held in inbound and outbound staging lanes must be issued or put away and internal movements completed.
- h. All stocktaking count sheets and documents are printed where applicable (manual counts only).

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- i. Double deep racking is acceptable for the stocktake so long as the pallets are:
 - (i) the same product in the location;
 - (ii) part pallets are at the front; and
 - (iii) pallets can be sighted visually.
- j. If the stocktake will be attended by a representative of NSW WGW or an auditing agency, the site must provide the following:
 - dedicated office space with power and data connections for the duration of the stocktake (including any reconciliation efforts);
 - (ii) access to a lunchroom and bathroom facilities;
 - (iii) access to the warehouse, except for any areas that do not contain NSW WGW stock; and
 - (iv) an area in the warehouse where electronic devices can be used.

15.2 Stocktake Count via RF

- a. RF count tasks are created by the Stocktake Supervisor and/or Inventory/Systems Analyst and recorded in the Stocktake Plan document.
- b. All Counters will be provided with published product guides that will provide guidance should batch lot and shelf life information be absent from the outer cartons (for appropriate methodology only).
- c. Users are directed to locations where they will be prompted to scan relevant fields.
- d. Physical quantity of product is counted and entered into the RF unit.
- e. Counter proceeds to next task as prompted on the RF unit.

15.3 **Perform a Manual Count**

- a. In the event of an unplanned system outage or;
- b. Where Wifi coverage does not allow for RF's to be used;
- c. Linfox will revert to a manual count sheet to ensure the completion of a planned stocktake

NOTE: Linfox and NSW HealthShare will temporarily pause the intended program in the event of an unplanned outage, until the intended restoration date is communicated. A decision will then be made as to how to proceed to either reschedule the stocktake program or revert to a manual count sheet.

- d. For a stocktake using count sheets (manual stocktake):
 - (i) Stock Controller prints count sheets, the count sheets contain:
 - 1. the warehouse;
 - 2. bin location:
 - 3. Product Code and description;
 - 4. Batch Lot
 - 5. Shelf-life Expiry Date
 - 6. Serial Number (if applicable) and

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- 7. fields for manual entry of counted quantity, count date, time, counter's name, and the counter's signature.
- e. Stocktake Operator (person(s) responsible for physically counting and validating) follows the count sheets entering the required data:
 - (i) the above attributes (described in section 15.3.d (i)) are verified, and a count entered against each Product Code:
 - if the count sheet identifies multiple Stock Types for non-serial or serialised tracked items (such as medical equipment) the operator is to bracket all Stock Types on the count sheet and record a count for the entire quantity; and
 - 2. serial and equipment tracked items must be individually verified against the physical serial number, if sealed, the product label or approved supporting documentation can be used.
 - (ii) any identified surplus stock is recorded on the DWS Stocktake Surplus to Location Report Form (WHS-FM-SURLCW-045); and
 - (iii) once the count is completed the Counter signs and dates each count sheet, before returning it to Stocktake Clerk.
- c. Stocktake Clerk then exports the count results from DWS and collates into a summary sheet.
 - NOTE: If count sheets are utilised, count sheets must be filled in notating action against every count task. Each count sheet is to be noted with counter's username, signature, and count date (refer to Annex A).
 - NOTE: A sub inventory items refers to items that are associated with the primary inventory item such as accessories but not held as an independent product code. A primary inventory item is the item that the sub inventory items are associated too, it is also the item recorded and held as a Product Code.

15.4 Reconcile Stocktake

- a. Counted tasks will be reconciled in DWS.
- b. If there are discrepancies after the first count, recounts are performed as generated via DWS.
- c. Recounts are conducted by an employee not involved in the first count for the product and or location.
- d. It is recommended that counts should not be performed by someone who is responsible for the day-to-day operations of the inventory being counted.
- e. Recounts for discrepancies are performed and finalised before raising a Stock Variance Investigation Report (WHS-FM-SVARIS-045).
- f. The Central Inventory Team is to identify whether the recounts have resulted in:
 - (iv) stocktake without discrepancies refer step 15.5; or
 - (v) stocktake with discrepancies refer step 15.6.

15.5 Finalise Stocktake Without Discrepancies.

a. In collaboration the site and the Central Inventory Team completes the site stocktake summary and attaches all relevant evidence:

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- (i) Export counts from DWS; and
- (ii) any manual count sheets.
- (iii) Export of all transactions for relevant HIMF.
- (iv) Linfox Stock Variance Investigation Report form (WHS-FM-SVARIS-045).

15.6 Finalise Stocktake with Discrepancies

- a. The site Stocktake Manager provides the Central Inventory Team with all count and investigation evidence:
 - (i) Linfox Stock Variance Investigation Report form (WHS-FM-SVARIS-045);
 - (ii) DWS counts and any manual count sheets.
- b. The Central Inventory Team raises a Stock Variance Investigation Report for each instance of a variance.
- c. Escalate the stock variance to the Linfox NSW WGW Inventory Manager.
- d. If any discrepancies cannot be resolved, refer to step 15.6.f.
- e. If any discrepancies can be resolved:
 - logically remediate any discrepancies in conjunction with NSW WGW representative(s);
 - (ii) conduct count and reconcile;
 - (iii) ensure that remediated discrepancies have been resolved by checking the counted stock against the site stock on hand file; and
 - (iv) update the Linfox Stock Variance Investigation report (WHS-FM-SVARIS-045).
- f. If the investigation did not resolve the discrepancy, the Central Inventory Team will
 - (i) provide the Linfox Government National Business Manager with a summary of all variances for review and approval to proceed with adjustments; and
 - (ii) raise a ServiceNow ticket according to the correct code and inform the NSW WGW representative.
- g. Once adjustments have been authorised by NSW WGW in accordance with the Authority Matrix, see Table 9, the adjustment is posted in DWS.
- h. The Central Inventory Team completes the site Stocktake Summary inclusive of all relevant documentation, inclusive of Root Cause Analysis (RCA)'s for all adjustments more than \$5,000 per HIMF.

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Table 9: Authority Matrix

Authority Matrix						
Amount	Authority to Adjust	Linfox Authorisation	HealthShare Authorisation			
Less than \$100	Inventory Supervisor	Co-signed by one up	N/A			
Less than \$500	Inventory Manager	Co-signed by one up	N/A			
Less than \$1,000	Regional Manager	Co-signed by one up	Inventory & Operations Manager			
Less than \$5,000	National Manager	Co-signed by one up	Inventory & Operations Manager			
Less than \$10,000	General Manager	Co-signed by one up	Commercial Manager			

NOTE: The financial delegation is agreed upon between NSW HealthShare Commercial Manger Whole of Government and the Linfox National Business Manager – Government. This matrix aligns with the Linfox Financial Delegation Matrix.

15.7 Report Stocktake Findings

- a. All documents are compiled and submitted to the Linfox NSW Government National Business Manager for review and approval to distribute.
- b. Update the Stocktake Plan to reflect the stocktake has been submitted.
- c. Correspondence is received from HealthShare that all counts and or adjustments have been posted in Oracle.

16. TRIGGERS AND INPUTS

Starts	Frequency	Volume
Stocktake schedule	Yearly	100 per cent of stock as dictated by the stocktake scope.

17. OUTPUTS AND TARGETS

Outputs
Stocktake count sheets and Stocktake Discrepancy Report, as required
Performance Targets
1% of total throughput.

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18. RACI

Responsible

Roles that perform process activities:

- NSW WGW Inventory Manager
- NSW WGW Inventory Supervisor
- NSW WGW Inventory/Systems Analyst
- NSW WGW Inventory/Stock Controller
- Site Stocktake Manager
- Site Inventory/Stock Controller
- · Site Warehouse Operator
- HealthShare Representative
- · Audit Office Representative

Accountable

For ensuring that process is effective and improving:

Process Owner: Dean Kirkwood - NSW
Government Inventory Manager

Process Expert: Dean Kirkwood - NSW
Government Inventory Manager

Consulted

Those whose opinions are sought:

Stakeholders: National and Regional managers

Stakeholders from Linked Processes: None Noted

Informed

Those notified of changes: All the above parties must be notified.

19. SYSTEMS

The Central Inventory Team must be competent in running and investigating the Master File (DWS Stocktake Plan) commonly referred to as the "working file".

Site dedicated resources must be able to competently navigate and explain the local warehouse management system used.

20. DEFINITIONS

The definitions used in this Procedure are listed in Table 10 below.

Table 10: Definitions

Term	Meaning	
BU	Business Unit	
C&HG	Consumer and Health Goods (business unit)	

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Term	Meaning
DWS	Digital Warehouse System
EWM	Extended Warehouse Management
FAAG	Freight Assist Australia Group
FTE	Full Time Equivalent
G&D	Government and Defence (business unit)
HU	Handling Unit
HIMF	Health Item Master File
LP	License Plate
MHE	Manual/Material Handling Equipment
NSW	New South Wales
P&G	Proctor & Gamble
PID	Physical Inventory Document
PPE	Personal Protective Equipment
POC	Point of Contact
RCA	Root Cause Analysis
RF	Radio Frequency Device
SOH	Stock on Hand
SOP	Standard Operating Procedure
sscc	Serial Shipping Container Code
WGW	Whole of Government Warehouse
WMS	Warehouse Management System

21. REFERENCE DOCUMENTS

The following reference documents in Table 11 have been used in the preparation and planning for this Procedure.

Table 11: Reference Documents

Document Number	Issue Date	Title
WHS-FM-STKSS-045	1 Jun 2022	Stocktake Site Summary
WHS-FM-SVARIS-045	1 Jun 2022	Stock ∀ariance Investigation Report Form
WHS-FM-SURLCW-045	1 Jun 2022	DWS Surplus to Location Form
WHS-PROC-GDSRST-045	26 Oct 2021	Goods Receipt Procedure

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Document Number	Issue Date	Title
WHS-PROC-OUTBP-045	5 Nov 2021	Outbound Procedure
WHS-PROC-NSSKM-045	1 Jun 2022	Non-Saleable Stock Management
WHS-TRG-INTRNL-045	19 Oct 2021	NSW Government Training Manual – Stocktake
WHS-TRG-RFMAN-045	19 Oct 2021	RF Training Manual

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ANNEX A - DWS COUNT SHEET EXAMPLE

Stock Count Sheet Page 1 of 1										
Warehouse Number: NG03 NSW Gov Dept of Health St Marys Act. Area: A050 WO: 3000080300 Pl No: 13 Storage Bin: NG03-PICK-001 Prod No Prod Des Stk Typ Description Expiry(SLED) SSCC/HU Count Qty Uo M Comment NG-502354 72509-10 - Proshield N-95 A1 17DEC21 16.12.2026 EA			~			Stock Count	Sheet			Page 1 of 1
Print by: STEEHA			<linfox></linfox>							
Warehouse Number: NG03 NSW Gov Dept of Health St Marys Act. Area: A050 WO: 3000080300 PI No: 13 Storage Bin: NG03-PICK-001 Prod No Prod Des Stk Typ Long Batch Expiry(SLED) SSCC/HU Count Qty Uo M Comment NG-502354 72509-10 - Proshield N-95 A1 17DEC21 18.12.2026 EA EA										
Storage Bin: NG03-PICK-001 Storage Bin: NG03-PICK-001	Wareh	ouse N	lumber: NG03 NSW Gov De	pt of He	alth St Marys					
Prod No Prod Des Stk Typ Long Batch Typ Expiry(SLED) SSCC/HU Count Qty Uo M Comment NG-502354 72509-10 - Proshield N-95 A 1 17DEC21 16.12.2026 EA EA	Act.	Area: A	050 WO: 3000080300	PI	No: 13					
NG-50 2354 72509-10 - Proshield N-95 A 1 17DEC 21 16.12.2026 EA	Storage	e Bin: I	NG03-PICK-001							
	Prod I	No	Prod Des		Long Batch	Expiry(SLED)	SSCC/HU	Count Q	y UoM	Comment
WSX Medium	NG-50	2354	72509-10 - Proshield N-95	A 1	17DEC21	16.12.2026			EΑ	
			MSK Medium							
Count Date: Count Time: Counter: Signature:										

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ANNEX B - LINFOX STOCK VARIANCE INVESTIGATION FORM

vision ZERO	LINEOV	WHS-FM-SVARIS-045
Business Process Management System	LINFUX	Linfox Stock Variance Investigation Report Form

STOCK VARIANCE INVESTIGATION REPORT FOR NSW GOVERNMENT

Instructions:

This form must be used to investigate all discrepancies unless written authorisation from the New South Wales Whole of Government Warehouse (NSW WGW) is given to adjust without authorisation. This form must be completed for each product with a variance for each site.

Definition:

A discrepancy is any stock variance between what is physically held in inventory and what the system or "book" holding is.

Details	of Discrepancy:						
Site:							
Trigge	er:	Stocktake		Ad hoc			Validation
Produ	ct Code/Material:						
Produ	ct Description:						
Type	of Variance:	Deficit		Surplus			Other
	al Investigation:					olved	If no?
	Consult the site poir	nt of contact (POC) regarding		Yes	No	< Go to next step
Ш,	discrepancy.				Щ	\vdash	< Ou to next step
_	Site POC consulted:			Ť.	_	_	
Ш	Conduct a re-count	for the impacted s	tock code.				< Go to next step
	Check for any locati and from.	ons that the stock	has moved	to			< Go to next step
					[Co	ontinu	ed on next page
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vision ZERO	LINERY	WHS-FM-SVARIS-045
Business Process Management System	LINFUX	Linfox Stock Variance Investigation Report Form

Administrative Investigation:

ask	Task Description	Res	No	If no?
	Validate that the site stock on hand "SOH" is accurately reflecting in DWS.			< Go to next ste
	Validate that the DWS SOH is accurate, up-to-date, and free from errors.			< Go to next ste
	Check all outbound transactions since the first instance of the variance and validate each line.			< Go to next ste
	Check all outbound transactions since the first instance of the variance and validate each line.			< Go to next ste
	Check all stock adjustments for the product since the first instance of the variance and validate.			< Go to next ste
	하고 10명이 되었으면 하다 하는 아이지 않는데 하고 1000 1000 1000 1000 1000 1000 1000 1	1 12 21		
	Check for any stock sitting on the "off-system" register and validate.	Ш	Ц	< Go to next ste
	and validate. Check original supplier paperwork.			
ovide	and validate. Check original supplier paperwork. ary of Investigation and Findings: a description of the investigation findings in the below to			
ovide	and validate. Check original supplier paperwork. ary of Investigation and Findings:			
tachi	and validate. Check original supplier paperwork. ary of Investigation and Findings: a description of the investigation findings in the below to	field.	cy inve	< Go to next ste < Go to next ste

to constitution at all			
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Report Form

vision ZERO	LINEOV	WHS-FM-SVARIS-045
Duninger Deserve	LINTUA	Linford Manieron Investigation

Acknowledgement:

Management System

Name:	Sianature:	Date:
Acknowledgement of Inv	estigation and Findings (Linfox Invento	ry Manager):
Name:	Signature:	Date:
Acknowledgement of Inv	estigation and Findings (Linfox Region	al Operations Manager):
Name:	Sionature:	Date:
Acknowledgement of Inv	estigation and Findings (Linfox Nationa	al Business Manager):
Name:	Signature:	Date:

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ANNEX C- LINFOX STOCKTAKE SITE SUMMARY

vision ZERO	LINITON	WHS-FM-STKSS-045
Business Process Management System	LINFUX	Stocktake Site Summary form for NSW Government

STOCKTAKE SITE SUMMARY FOR NSW GOVERNMENT

Instructions:

This form must be completed at the conclusion of a site stocktake or inventory validation to summarise the outcome of the activity.

Authorisation to Stocktake: A stocktake has been authorised to be completed during the timeframe, for the stock and site(s) specified below: Authorised By: (Linfox Representative) Authorised By: (NSW Government Representative) Timeframe: Initiated On: Completion By: Stocktake Scope (Type): 100% end-to-end stocktake (saleable inventory) Targeted non-saleable stocktake Shelf-life Verification Category stocktake Stock validation Ad hoc stocktake Stocktake Scope (Sites): Non-Specific (at the discretion of Linfox) Specific (as nominated by NSW WGW) All sites Specify the sites: 01. <site> Issue No: v2.1 Issued by: National Business Manager G&D Issued on: 01/06/2022 Next Review: 01/06/2024 Government & Page 1 of 4 Defence

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vision ZERO	LINEOV	WHS-FM-STKSS-045
Business Process Management System	LINFUX	Stocktake Site Summary form for NSW Government

Site Stocktake Detail:

Site Specific Details:

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The below details must be completed for each site involved in the stocktake prior to the commencement of the stocktake.

Linfox Business Unit	0.2			
Linfox Site Name				
Site Address:				
Site Stocktake Manager:				
Site Stocktake Supervisor:				
Persons involved in stocktaking and task:				
Dates:	Planned Start Dar	te:	Planned En	nd Date:
Decean for timeframe	Actual Start Date:		Actual End	Date:
Reason for timeframe deviation (if applicable):	8			
Overall Inventory Accuracy	:		nt Summary:	Units in Error
nvestigations Raised agains Detail the number of investigat	st Site:	Units	Counted	Units in Error
Overall Inventory Accuracy nvestigations Raised agains Detail the number of investigation accounted. ID Description	st Site:	Units	Counted	Units in Error
nvestigations Raised agains Detail the number of investigat ounted.	st Site: lions raised duri	Units	Counted ktake as a res	Units in Error
nvestigations Raised agains letail the number of investigat ounted.	st Site: lions raised duri	Units	Counted ktake as a res	Units in Error
nvestigations Raised agains Detail the number of investigat ounted. ID Description 1 Sue No: v2.1 Sued by: National Business Manager Given Common C	st Site: tions raised duri A stocktake is not o	Units Ing the stoce onsidered companient & fence	ktake as a res	Units in Error Sult of variances igations have been complet

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Stocktake Management Procedure

vision ZERO	LINEOV	WHS-FM-STKSS-045
Business Process Management System	LINFUX	Stocktake Site Summary form for NSW Government

Adjustments Accepted against Site:

Detail any adjustments accepted through the investigation process below.

Product Code / HIMF	Product Description	Adjustment Unit Qty (+/-)	Reason

Summary of Site Stocktake:

Provide a summary of the stocktaking activity in the below field:

Count Summary:		
1.		
Operational Summary:		
1.		
Recommendations:		
1.		
2		
Acknowledgement:		
Acknowledgement: Linfox Site Stocktake Mar	ager:	
	ager: Sianature:	Date:
Linfox Site Stocktake Mar	Sianature:	Date:
Name:	Sianature:	Date:
Linfox Site Stocktake Mar Name: Linfox NSW Gov Stocktak	Signature: Signature: Signature:	
Linfox Site Stocktake Mar Name: Linfox NSW Gov Stocktak Name:	Signature: Signature: Signature:	

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Site Stocktake Summary (Outcome):

Site Name	Planned Count %	Unit Equivalent	Actual Count %	Unit Equivalent	Investigations Raised	Investigations Completed	Unit Adjustments	Product Adjustments
								8
	2							
					2			
	9							
	2				. 8			
	2							
Total:								

Issue No: v2.1
Issued by: National Business Manager G&D
Issued on: 01/06/2022
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Stocktake Management Procedure

ANNEX D - DWS SURPLUS TO LOCATION FORM





WHS-FM-SURLCW-045

DWS Stocktake Surplus to Location Report Form

Stocktake Surplus to Location Report

Bin Location	Stock Code	Batch / Shelf Life	UOM	Description and Comments	QTY	Serial Number	Syster SOH	
					3	8		
					1 3	6		
					1 10			
						3		
					,			

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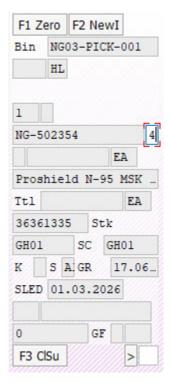




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Stocktake Management Procedure

ANNEX E- RF UNIT DISPLAYING SHELF LIFE INFORMATION



Further examples can be obtained by referencing DWS RF Training Manual (WHS-TRG-RFMAN-045) and DWS Internal Training Manual – Stocktake (WHS-TRG-INTRNL-045)

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ANNEX F- DWS MATERIAL MASTER

Whise Owne BU	P oduct Descp Batch Ind	Se al Ind At cle Ty At Sub T Mati Gp Sub Gp B and Co BC Descp Ho	ouse Co HC Descp Sellable Sh ppable o	ty C DCha n DG Class	s DG Code G ey Mkt Max WH SEAN EA	EA We gh EA Wt Uo	EA Vol EA Vol L	Jo EA Length EA He	h EAB ed	ith EA D m UcC	S We gh CS Wt Uol C	S Vol CS Vol Uc	CS He ght CS Lo	ngth SB	dth CS D m I	ICEAs n INFEAs n	as EAs in Lay	EAs n Pal DG o Am Sto ag	S od Cat Pa t Ci	de S te Long P ope	Ov Suppl e
NG01 GH01	NG-50235-72509-10 X	MASKS N95 OR P2 MASK			1826 WGW	0.008 KG	0	0	0	0	2.4 KG	0	20	54	26 CM		00 300	14400 Amb ent MASK	AMBIENT 72509-	10 Hunt ngw WGW	BSN Med cal
NG01 GH01	NG-50235! 72509-09 X	MASKS N95 OR P2 MASK			1825 WGW	7.667 KG	0	0	0	0	2.3 KG	0	195	50	22.5 CM		00 300	14400 Amb ent MASK	AMBIENT 72509-	9 Hunt ngw WGW	BSN Med cal
NG01 GH01	NG-50309: GS-8223 - X	YEWEAR FACE SHIELDS			1095 WGW	5.208 KG	0	0	0	0	5 KG	0	38	46	35 CM		96 96	2304 Amb ent EYEW	AMBIENT GS-822	3 Hunt ngw WGW	G and Sun Inte nat onal Aust al a Pty Ltd
NG01 GH01	NG-50472 PM4-312 - X	MASKS MASK LEVEL 2			1095 WGW	0.005 KG	0	0	0	0	2.53 KG	0	200	510	235 CM		00 500	30000 Amb ent MASK	No P od C PM4-3	L2 Hunt ngw WGW	Sent y Med cal Pty Ltd
NG01 GH01	NG-50585! GS-8221 - X	YEWEAR FACE SHIELDS			1095 WGW	4.307 KG	0	0	0	0	4.135 KG	0	32 5	47	35 CM		96 96	3072 Amb ent EYEW	AMBIENT GS-822	1 Hunt ngw WGW	G and Sun Inte nat onal Aust al a Pty Ltd
NG01 GH01	NG-51938: PM4-306 - X	MASKS MASK LEVEL 2			730 WGW	0.005 KG	0	0	0	0	2.35 KG	0	20	49	21.5 CM		00 500	36000 Amb ent MASK	AMBIENT PM4-3	06 Hunt ngw WGW	Sent y Med cal Pty Ltd
NG01 GH01	NG-52280; GS8225 - C X	YEWEAR FACE SHIELDS			1095 WGW	0.025 KG	0	0	0	0	5 KG	0	38	46	35 CM		00 96	2304 Amb ent EYEW	No P od C GS822	Hunt ngw WGW	G and Sun Inte nat onal Aust al a Pty Ltd
NG01 GH01	NG-53406:1870 - (X X	MASKS N95 OR P2 MASK			1826 WGW	0 KG	0	0	0	0	0 KG	0	0	0	0 CM		40 240	3840 Amb ent DINF	AMBIENT XA010	133 Hunt ngw WGW	3M Aust al a
NG01 GH01	NG-53413; GN003P - X	GOWNS / ISOLAT ON GOWN			760 WGW	0.123 KG	0	0	0	0	6.17 KG	0	51	33	22 CM		50 50	1800 Amb ent GOWN	AMBIENT GN003	Hunt ngw WGW	Sent y Med cal Pty Ltd
NG01 GH01	NG-53554 GS-8033E X	GOWNS / ISOLAT ON GOWN			1826 WGW	0.077 KG	0	0	0	0	7.74 KG	0	31.5	57	29.5 CM		00 100	3200 Amb ent GOWN	AMBIENT GS-803	3E Hunt ngw WGW	G and Sun Inte nat onal Aust al a Pty Ltd
NG01 GH01	NG-53860: DEBCAF1L X	DISINFECT LIQUID DINF			1460 WGW	1 KG	0	0	0	0	6 KG	0	20	29	27 CM		6 6	480 DG DIN3	No P od C DEBCA	F1L Hunt ngw WGW	Bunzi
NG01 GH01	NG-549031CTS38SS - X	XAMINA STERILE GLOVES			1800 WGW	0 KG	0	0	0	0	0 KG	0	25 5	6.9	38.5 CM	2	00 2000	80000 Amb ent EXGL	No P od C CTS385	S Hunt ngw WGW	MUN (Aust al a) Pty
NG01 GH01	NG-55170 RHS201 - FX	DISINF/CL DINF WIPES			730 WGW	0.651 KG	0	0	0	0	7.815 KG	0	28	36	23.5 CM		12 12	624 Amb ent DINF	AMBIENT RHS20	Hunt ngw WGW	Reyna d Health Suppl es
NG01 GH01	NG-57103I90001LB - X	GOWNS / ISOLAT ON GOWN			1095 WGW	0.12 KG	0	0	0	0	12 KG	0	49	50	30 CM		00 100	1600 Amb ent GOWN	AMBIENT 900011	B Hunt ngw WGW	Medstock
NG01 GH01	NG-652781GS-8002 - X	GOWNS / ISOLAT ON GOWN			730 WGW	0.062 KG	0	0	0	0	9.285 KG	0	40	58	22.5 CM		50 150	4500 Amb ent GOWN	No P od C GS-800	2 Hunt ngw WGW	G and Sun Inte nat onal Aust al a Pty Ltd
NG01 GH01	NG-65279I PM4-305 - X	MASKS MASK LEVEL 2			730 WGW	6.117 KG	0	0	0	0	1.835 KG	0	20	45	22 CM		00 300	25200 Amb ent MASK	AMBIENT PM4-3	5 Hunt ngw WGW	Sent y Med cal Pty Ltd
NG01 GH01	NG-79446-71920-07 X	MASKS N95 OR P2 MASK			730 WGW	0.005 KG	0	0	0	0	7.245 KG	0	31	34	24 CM	1	00 1200	36000 Amb ent MASK	No P od C 71920-	77 Hunt ngw WGW	BSN Med cal

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Stocktake Management Procedure

ANNEX G-DWS STOCK ON HAND

Warehouse	Owner	Stock Type	Stock Type Descp	Material	Material Descp	Batch	Best Before Date	Quantity Unit	Pallet Qty	Case Qty Each Qty	Shelf Life in Days	Production Date
NG01	GH01	E1	Expiry	NG-848684	01114WH400 - THANKYOU HAND SANITISER SPR	NOBATCH	1/05/2022	1243728 EA	1213	101	73	02/01/1900
NG08	GH01	E1	Expiry	NG-848684	01114WH400 - THANKYOU HAND SANITISER SPR	NOBATCH	1/04/2022	21504 EA	21		73	02/01/1900
NG08	GH01	E1	Expiry	NG-848684	01114WH400 - THANKYOU HAND SANITISER SPR	NOBATCH	1/05/2022	1215488 EA	1187		73	02/01/1900
NG08	GH01	E1	Expiry	NG-848684	01114WH400 - THANKYOU HAND SANITISER SPR	NOBATCH	1/06/2022	823440 EA	804	9	73	02/01/1900
NG09	GH01	D4	Damaged in Warehouse	NG-848684	01114WH400 - THANKYOU HAND SANITISER SPR	NOBATCH	1/04/2022	20480 EA	20		73	02/01/1900
NG09	GH01	E1	Expiry	NG-848684	01114WH400 - THANKYOU HAND SANITISER SPR	NOBATCH	1/04/2022	139392 EA	136	8	73	02/01/1900
NG03	GH01	A1	Available	NG-849123	01114WH400-PUMP - THANKYOU SPRAY LID FOR	NOBATCH	30/11/2022	5760 EA	0	12	73	0 30/11/2020
NG03	GH01	A1	Available	NG-849123	01114WH400-PUMP - THANKYOU SPRAY LID FOR	NOBATCH	1/12/2022	101280 EA	11	13	73	02/01/1900
NG01	GH01	E1	Expiry	NG-848682	01114WH500 - THANKYOU HAND SANITISER SPR	NOBATCH	1/05/2022	3267000 EA	510	15	73	02/01/1900
NG08	GH01	D4	Damaged in Warehouse	NG-848682	01114WH500 - THANKYOU HAND SANITISER SPR	NOBATCH	1/05/2022	400 EA	0	2	73	02/01/1900
NG08	GH01	E1	Expiry	NG-848682	01114WH500 - THANKYOU HAND SANITISER SPR	NOBATCH	1/05/2022	2891600 EA	451	26	73	02/01/1900
NG08	GH01	E1	Expiry	NG-848682	01114WH500 - THANKYOU HAND SANITISER SPR	NOBATCH	1/06/2022	897600 EA	140	8	73	02/01/1900
NG09	GH01	D4	Damaged in Warehouse	NG-848682	01114WH500 - THANKYOU HAND SANITISER SPR	NOBATCH	1/04/2022	6400 EA	1		73	02/01/1900
NG09	GH01	D5	Damaged in Trans	NG-848682	01114WH500 - THANKYOU HAND SANITISER SPR	NOBATCH	1/04/2022	6200 EA	0	31	73	02/01/1900
NG09	GH01	E1	Expiry	NG-848682	01114WH500 - THANKYOU HAND SANITISER SPR	NOBATCH	1/04/2022	257200 EA	40	6	73	0 02/01/1900
NG09	GH01	E1	Expiry	NG-848682	01114WH500 - THANKYOU HAND SANITISER SPR	NOBATCH	1/05/2022	300800 EA	47		73	0 02/01/1900
NG02	GH01	A1	Available	NG-848644	14538_PO1 - KANGA GROUP PLASTIC FACE SHI	NOBATCH	1/01/2100	400 EA	0	2	109	5 02/01/1900
NG02	GH01	B1	Blocked	NG-848644	14538_PO1 - KANGA GROUP PLASTIC FACE SHI	NOBATCH	1/01/2100	5889800 EA	2454	1	109	5 02/01/1900
NG02	GH01	D4	Damaged in Warehouse	NG-848644	14538_PO1 - KANGA GROUP PLASTIC FACE SHI	NOBATCH	1/01/2100	1000 EA	0	5	109	5 02/01/1900
NG03	GH01	A1	Available	NG-848644	14538_PO1 - KANGA GROUP PLASTIC FACE SHI	NOBATCH	1/01/2100	492000 EA	205		109	5 02/01/1900
NG03	GH01	B1	Blocked	NG-848644	14538_PO1 - KANGA GROUP PLASTIC FACE SHI	NOBATCH	1/01/2100	5027200 EA	2094	8	109	5 02/01/1900
NG03	GH01	D4	Damaged in Warehouse	NG-848644	14538_PO1 - KANGA GROUP PLASTIC FACE SHI	NOBATCH	1/01/2100	400 EA	0	2	109	5 02/01/1900
NG04	GH01	B1	Blocked	NG-848644	14538_PO1 - KANGA GROUP PLASTIC FACE SHI	NOBATCH	1/01/2100	79200 EA	33		109	5 02/01/1900
NG03	GH01	B1	Blocked	NG-848516	1860 - (7000038243) 3M MASK XA-0100-0053	R22043	12/02/2022	30720 EA	8		182	5 13/02/2022
NG03	GH01	A1	Available	NG-848516	1860 - (7000038243) 3M MASK XA-0100-0053	R19157	5/06/2024	240 EA	0	2	182	5 05/06/2019
NG03	GH01	A1	Available	NG-848516	1860 - (7000038243) 3M MASK XA-0100-0053	R20070	10/03/2025	3360 EA	0	28	182	5 10/03/2020
NG03	GH01	A1	Available	NG-848516	1860 - (7000038243) 3M MASK XA-0100-0053	R21184	3/07/2026	11760 EA	3	2	182	5 03/07/2021
NG03	GH01	A1	Available	NG-848516	1860 - (7000038243) 3M MASK XA-0100-0053	R21185	4/07/2026	19200 EA	5		182	5 04/07/2021
NG03	GH01	A1	Available	NG-848516	1860 - (7000038243) 3M MASK XA-0100-0053	R21230	18/08/2026	19200 EA	5		182	5 18/08/2021
NG03	GH01	A1	Available	NG-848516	1860 - (7000038243) 3M MASK XA-0100-0053	R21231	19/08/2026	35040 EA	9	4	182	5 19/08/2021
NG03	GH01	A1	Available	NG-848516	1860 - (7000038243) 3M MASK XA-0100-0053	R21232	20/08/2026	23040 EA	6		182	5 20/08/2021
NG03	GH01	A1	Available	NG-848516	1860 - (7000038243) 3M MASK XA-0100-0053	R21233	21/08/2026	69120 EA	18		182	5 21/08/2021
NG03	GH01	A1	Available	NG-848516	1860 - (7000038243) 3M MASK XA-0100-0053	R21234	22/08/2026	7680 EA	2		182	5 22/08/2021
NG03	GH01	A1	Available	NG-848516	1860 - (7000038243) 3M MASK XA-0100-0053	R21235	23/08/2026	26880 EA	7		182	5 23/08/2021
NG03	GH01	A1	Available	NG-848516	1860 - (7000038243) 3M MASK XA-0100-0053	R21236	24/08/2026	7680 EA	2		182	5 24/08/2021
NG03	GH01	A1	Available	NG-848516	1860 - (7000038243) 3M MASK XA-0100-0053	R21269	26/09/2026	3840 EA	1		182	5 26/09/2021
NG03	GH01	A1	Available	NG-848516	1860 - (7000038243) 3M MASK XA-0100-0053	R21271	28/09/2026		1		182	
NG03	GH01	A1	Available	NG-848516	1860 - (7000038243) 3M MASK XA-0100-0053	R21272	29/09/2026		0	3	182	
NG03	GH01	A1	Available	NG-848516	1860 - (7000038243) 3M MASK XA-0100-0053	R21274	1/10/2026		0	2	182	
NG03	GH01	A1	Available	NG-848516	1860 - (7000038243) 3M MASK XA-0100-0053	R21281	8/10/2026		28		182	
NG03	GH01	A1	Available	NG-848516	1860 - (7000038243) 3M MASK XA-0100-0053	R21282	9/10/2026		2		182	
NG03	GH01	A1	Available	NG-848516	1860 - (7000038243) 3M MASK XA-0100-0053	R21283	10/10/2026		1		182	

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ANNEX H- DWS QUARANTINE REGISTER

Confirmed by	Confirmation Date Product	Product Short Descript on	To Stock Type	Description of Stock Type	Reason for Movement *	Plant *	Reason for Movement Text *	Oracle Code T	Movement Key	Movement Type	Movement Direction	Sum Quantity Mov Site Long Name	From Stock Type	Comments
BASLM	30/05/2022 NG-502355	72509-09 - Proshield N-95 MSK Small	A1	Available	1010	NGC3	Internal Adjustment (No Interfa	No Oracle Code	44711NG-502355A11010	QA Change	Movement To	700200 St Marys	Q1	
FLETCT	27/05/2022 NG-849031	L-4063-WK - Mediechs Isolat on Gown	A1	Available	RIST	NG03	Return to Stock	No Oracle Code	44708NG-849031A1RTST	QA Change	Movement To	433600 St Marys	B1	
FLETCT	27/05/2022 NG-571036	90001LB - Medstock Gown (Light Blue)	A1	Available	RTST	NG03	Return to Stock	No Oracle Code	44708NG-571036A1RTST	QA Change	Movement To	1000 St Marys	B1	
FLETCT	27/05/2022 NG-571036	90001LB - Medstock Gown (Light Blue)	B1	Blocked	RIST	NG03	Return to Stock	No Oracle Code	44708NG-571036B1RTST	QA Change	Movement To	1800 St Marys	A1	
FLETCT	27/05/2022 NG-849161	Quite Gloves L	A1	Available	RTST	NGO3	Return to Stock	No Oracle Code	44708NG-849161A1RTST	QA Change	Movement To	117000 St Marys	B1	
CROSSS	27/05/2022 NG-571036	90001LB - Medstock Gown (Light Blue)	B1	Blocked	RTST	NGC3	Return to Stock	No Oracle Code	44708NG-571036B1RTST	QA Change	Movement To	1800 St Marys	A1	
BORRAS	25/05/2022 NG-848682	01114WHE00 - Thankyou Hand Sanitiser Spr	A1	Available	RTST	NG08	Return to Stock	No Oracle Code	44706NG-848682A1RTST	QA Change	Movement To	25600 Paramount Freightliners	E1	Return to available stock for outbound order
STEEHA	20/05/2022 NG-848958	CG-ISOGOWN-NON - Simba Gown XL	E1	Expiry	0301	NG04	Aged or Expired	No Oracle Code	44700NG-848958Q11008	QA Change	Movement To	3000 Ke loggs	A1	Manual Entry - Action required by HS - Available v QA variance
STEEHA	20/05/2022 NG-848958	CG-ISOGOWN-NON - Simba Gown XL	E1	Expiry	0301	NG03	Aged or Expired	No Oracle Code	44700NG-848958Q11008	QA Change	Movement To	9000 St Marys	A1	Manual Entry - Action required by HS - Available v QA variance
CROSSS	20/05/2022 NG-848516	1960 - (7000038243) 3M Mask XA-0100-0053	B1	Blocked	RTST	NGC3	Return to Stock	No Oracle Code	44701NG-848516B1RTST	QA Change	Movement To	30720 St Marys	E1	ra sed an internal Linfox IT t cixet, since the correct expiry date didn't flowed thorugh.
STEEHA	19/05/2022 NG-848958	C G-ISOGOWN-NON - Simba Gown XL	E1	Expiry	0301	NGC3	Aged or Expired	No Oracle Code	44700NG-848958Q11008	QA Change	Movement To	211200 St Marys	A1	Manual Entry - Action required by HS - Available v QA variance
STEEHA	19/05/2022 NG-848958	C G-ISOGOWN-NON - Simba Gown XL	Q1	Quality	1008	NG03	Product Change	No Oracle Code	44700NG-848958Q11008	QA Change	Movement To	9000 St Marys	E1	Manual Entry - Action required by HS - Available v QA var ance
YUSUFA	19/05/2022 NG-551704	RHS201 - Reynard Neutral Wipes	E1	Expiry	0301	NG03	Aged or Expired	EXP	44700NG-551704E10301	QA Change	Movement To	576 St Marys	B1	Manual Entry - Action required by HS - Available v QA varance
YUSUFA	19/05/2022 NG-848516	1860 - (7000038243) 3M Mask XA-0100-0053	E1	Expiry	0301	NG03	Aged or Expired	EXP	44700NG-848516E10301	QA Change	Movement To	30720 St Marys	B1	Manual Entry - Action required by HS - Available v QA var ance
YUSUFA	18/05/2022 NG-571036	90001LB - Medstock Gown (Light Blue)	A1	Available	RTST	NG03	Return to Stock	No Oracle Code	44699NG-571036A1RTST	QA Change	Movement To	10300 St Marys	E1	Manual Entry - Action required by HS - Available v QA var ance
CHAMBR	18/05/2022 NG-848958	C G-ISOGOWN-NON - Simba Gown XL	E1	Expiry	0301	NG04	Aged or Expired	EXP	44699NG-848958E10301	QA Change	Movement To	9000 Ke loggs	A1	Stock sent to expiry due to close to 60 days
CROSSS	17/05/2022 NG-DOE03	8 CODERED500GEL-20 - Code Red Hand Gel 809	6 E1	Expiry	0301	NG01	Aged or Expired	EXP	44698NG-DOE038E10301	QA Change	Movement To	1365 Huntingwood	A1	Stock sent to expiry due to close to 60 days
STEEHA	16/05/2022 NG-571036	90001LB - Medstock Gown (Light Blue)	Q1	Available	RTST	NGC3	Return to Stock	No Oracle Code	44699NG-571036A1RTST	QA Change	Movement To	1600 St Marys	A1	Manual Entry - Action required by HS - Available v QA varance
CROSSS	16/05/2022 NG-571036	90001LB - Medstock Gown (Light Blue)	A1	Available	RTST	NG03	Return to Stock	No Oracle Code	44697NG-571036A1RTST	QA Change	Movement To	15900 St Marys	Q1	Return to A1 Stock upon checking
CROSSS	16/05/2022 NG-571036	90001LB - Medstock Gown (Light Blue)	E1	Expiry	0301	NG03	Aged or Expired	EXP	44697NG-571036E10301	QA Change	Movement To	9200 St Marys	A1	Return to A1 Stock upon checking
YUSUFA	12/05/2022 NG-848957	CG-ISOGOWN-XXL - Simba Gown XXL	E1	Expiry	0301	NG04	Aged or Expired	EXP	44693NG-848957E10301	QA Change	Movement To	1800 Ke loggs	A1	Stock status updated as expired upon check
CHAMBR	12/05/2022 NG-848958	C G-ISOGOWN-NON - Simba Gown XL	A1	Available	RTST	NG04	Return to Stock	No Oracle Code	44693NG-848958A1RTST	QA Change	Movement To	122400 Ke loggs	E1	Category change to enable outbound delivery
CHAMBR	12/05/2022 NG-848957	CG-ISOGOWN-XXL - Simba Gown XXL	B1	Blocked	1010	NG04	Internal Adjustment (No Interfa	No Oracle Code	44693NG-848957B11010	QA Change	Movement To	500 Ke loggs	A1	Stock reserved for NMS upon request
CHAMBR	12/05/2022 NG-848644	14538_PO1 - Kanga Group Plastic Face Shi	A1	Available	RIST	NG04	Return to Stock	No Oracle Code	44693NG-848644A1RTST	QA Change	Movement To	489600 Ke loggs	B1	Return to available stock
YUSUFA	11/05/2022 NG-571036	90001LB - Medstock Gown (Light Blue)	A1	Available	RIST	NG02	Return to Stock	No Oracle Code	44692NG-571036A1RTST	QA Change	Movement To	700 Kings Park	E1	Stock found incorrectly expired, rectified
YUSUFA	11/05/2022 NG-571036	90001LB - Medstock Gown (Light Blue)	E1	Expiry	0301	NG02	Aged or Expired	EXP	44692NG-571036E10301	QA Change	Movement To	1600 Kings Park	B1	Stock status updated as expired upon check
YUSUFA	11/05/2022 NG-849131	DE2322 - BYD N95 Respirator (500)	E1	Expiry	0301	NGC3	Aged or Expired	EXP	44692NG-849131E10301	QA Change	Movement To	12000 St Marys	B1	Stock status updated as expired upon check
YUSUFA	11/05/2022 NG-848957	C G-ISOGOWN-XXL - Simba Gown XXL	E1	Expiry	0301	NGC3	Aged or Expired	EXP	44692NG-848957E10301	QA Change	Movement To	1800 St Marys	B1	Stock status updated as expired upon check
FARRMA	11/05/2022 NG-848958	CG-ISOGOWN-NON - Simba Gown XL	E1	Expiry	1005	NGC3	Batch Change	No Oracle Code	44692NG-848958E11005	QA Change	Movement To	5100 St Marys	A1	Stock sent to expiry due to close to 60 days

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Stocktake Management Procedure

ANNEX I- EXECUTE STOCKTAKE

