

**Submission  
No 7**

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

**Organisation:** NSW Health  
**Date Received:** 28 June 2022



**Health**

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

Yours sincerely

[REDACTED]  
Secretary, NSW Health

Encl.

## Follow-up on Auditor-General's Financial Audit Report on Health 2021

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 <sup>1</sup>	Current Status
1	<p>The Auditor-General reported HealthShare NSW was unable to substantiate the best before dates for 14% of samples selected for testing by audit.</p> <p><i>What action has HealthShare NSW taken to ensure key inventory details are accurate in the inventory management system?</i></p>	<p>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.</p>	<p>A full best before date (BBD) validation schedule and improved monitoring was delivered during FY22.</p>	<p>This has included:</p> <ul style="list-style-type: none"> <li>• A physical review of all batches of stock across 6 warehouses</li> <li>• Adjustment of data in Linfox warehouse management system (product batch and expiry dates)</li> <li>• Re-alignment with financial reporting and new dashboards created for visibility of data</li> <li>• Review and amendment of systems and controls – <ul style="list-style-type: none"> <li>○ Batch field in Linfox warehouse system amended to allow full visibility of batch information</li> <li>○ All relevant operating processes reviewed and amended with Linfox (including inbound and quarantine procedures)</li> </ul> </li> </ul>

<sup>1</sup> When the Audit Office of NSW issued its Management Letter on 15 November 2021

## Follow-up on Auditor-General's Financial Audit Report on Health 2021

Ref	Finding and PAC Question	Management Comment	Action Plan <sup>1</sup>	Current Status
				<ul style="list-style-type: none"> <li>○ System controlled notification and threshold of review and physical confirmation (60 days prior to system expiry)</li> <li>● Correspondence with all relevant suppliers to confirm expiry information and formally document and extensions granted by manufacturer</li> <li>●</li> </ul>
2	<p>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.</p> <p><i>Please provide an update on HealthShare's progress regarding this recommendation, including a copy of the reviewed stocktaking methodology if available.</i></p>	<p>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.</p> <p>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.</p>	<p>Failures in the agreed stocktake process have been addressed with Linfox and corrective actions agreed to and incorporated into the 2022 Stocktake Management Procedure (<b>Attachment</b>).</p>	<p>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.</p> <p>Controls introduced in the 2022 Stocktake Management Procedure include:</p> <ul style="list-style-type: none"> <li>● Warehouse Management System led stocktake management</li> <li>● Data entry directly into Linfox system</li> <li>● Controls to ensure all saleable inventory is included in program</li> <li>● Controls to ensure all empty locations are checked in program</li> </ul>

## Follow-up on Auditor-General's Financial Audit Report on Health 2021

Ref	Finding and PAC Question	Management Comment	Action Plan <sup>1</sup>	Current Status
				<ul style="list-style-type: none"> <li>• Sampling methodology to include all products in inventory checked for Best Before Date and Batch information</li> <li>• Sampling methodology to include all quarantined products for confirmation</li> <li>• Direct system adjustment of inventory data in the event of a variance</li> </ul> <p>Additional controls included in the 2022 Stocktake program include:</p> <ul style="list-style-type: none"> <li>• HealthShare NSW attendance of all live stocktake events</li> <li>• HealthShare NSW observation documents and sampling completed</li> <li>• Post-stocktake review and sign off of results by HealthShare NSW</li> </ul> <p>An invitation has been extended to the Audit Office NSW to attend live stocktake events at all warehouses.</p>
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

## Follow-up on Auditor-General's Financial Audit Report on Health 2021

Ref	Finding and PAC Question	Management Comment	Action Plan <sup>1</sup>	Current Status
	<p>contradicted initial forecasts used to assess impairment. Initial forecasts were based on average from early 2020 through to 30 June 2021.</p> <p>What action has HealthShare NSW taken to ensure that:</p> <ul style="list-style-type: none"> <li>the current data used to estimate the consumption data is the best available;</li> <li>inventory consumptions forecast are based on up to date usage patterns; and</li> <li>appropriate procedures are in place to assess initial estimated consumption against post balance data actual consumption.</li> </ul>	<p>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.</p> <p>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.</p>		<p>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.</p> <p>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.</p> <p>Updated and appropriate procedures are now in place to assess the initial estimated consumption accuracy by further improving the impairment calculation methodology and processes by</p> <ul style="list-style-type: none"> <li>addressing the limitation of the previous manual calculation model to a systematic automated model</li> <li>introducing sophisticated logic into the automated model, such as depletion of inventory on the</li> </ul>

## Follow-up on Auditor-General's Financial Audit Report on Health 2021

Ref	Finding and <i>PAC Question</i>	Management Comment	Action Plan <sup>1</sup>	Current Status
				<p>earliest Best Before Date first basis</p> <ul style="list-style-type: none"> <li>considering external factors impact on consumption estimation and impairment value such as National Medical Stockpile inventory donation request.</li> </ul>







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Business Process Management System		Stocktake Management Procedure

## 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
Reviewers	Benn Grandidge	Commercial Manager - HealthShare NSW Whole of Gov Warehouse	31 May 2022
	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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<b>Business Process Management System</b>		<b>Stocktake Management Procedure</b>

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National Business Manager
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Facilities and Business Administration Manager
Inventory Manager
Site Supervisors

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### 3. 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 form	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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- (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 WGW Inventory	Inventory Manager (ONSITE)	<ul style="list-style-type: none"> <li>Responsible for developing and co-ordinating the stocktake in accordance with the Stocktake Management Plan (this document)</li> <li>Primary liaison between Linfox and NSW HealthShare.</li> <li>Reviewing the final stocktake result and issuing the summary report.</li> </ul>
Linfox NSW WGW Inventory	Inventory Supervisor (ONSITE)	<ul style="list-style-type: none"> <li>Responsible for co-ordinating and communicating the stocktake plan and schedule to sites within the NSW WGW network.</li> </ul>

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Team	Role	Responsibilities
		<ul style="list-style-type: none"> <li>• Creation of PID in DWS in alignment with the stocktake plan</li> <li>• Primary liaison between site and the NSW WGW Inventory team.</li> <li>• Issuing counting sheets</li> <li>• Issuing re-counts</li> <li>• Conducting variance investigations</li> <li>• Assisting the site POC.</li> <li>• Assisting HealthShare.</li> </ul>
Linfox NSW WGW Inventory	Inventory/Systems Analyst (OFFSITE)	<ul style="list-style-type: none"> <li>• Responsible for ensuring all transactions are completed prior to the stocktake.</li> <li>• Responsible for ensuring an inventory management hold is placed and maintained on sites undertaking a stocktake.</li> <li>• Creation of PID in DWS in alignment with the stocktake plan</li> <li>• Reconciling counted data against expected data</li> <li>• Compiling site count summaries.</li> <li>• Assisting the NSW WGW Inventory Supervisor with investigations.</li> </ul>
Linfox NSW WGW Inventory	Inventory/Stock Controller (OFFSITE)	<ul style="list-style-type: none"> <li>• Responsible for entering completed count sheets into the digital count file.</li> <li>• Assisting the Inventory and Systems analyst.</li> <li>• Assisting the NSW WGW Inventory Supervisor with investigations.</li> </ul>
Linfox NSW WGW Inventory	Inventory/Stock Controller(s) (ONSITE)	<ul style="list-style-type: none"> <li>• Responsible for conducting the physical count with the site resource.</li> <li>• Assisting the Inventory and Systems analyst.</li> <li>• Assisting the NSW WGW Inventory Supervisor with investigations.</li> </ul>
Local Site	Site Stocktake Manager (POC) (ONSITE)	<ul style="list-style-type: none"> <li>• Acts as the primary point of contact between the site and the Linfox NSW WGW Inventory team.</li> <li>• Responsible for ensuring the stocktake requirements are fulfilled.</li> <li>• Responsible for completing any site-specific inductions and introductions.</li> <li>• Responsible for co-ordinating the physical counts driven by DWS.</li> <li>• Collecting and uploading any manual count sheets.</li> </ul>

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Team	Role	Responsibilities
Local Site	Inventory/Stock Controller(s) (ONSITE)	<ul style="list-style-type: none"> <li>Responsible for conducting the physical count with the Linfox NSW WGW Inventory stock controller.</li> </ul>
NSW HealthShare	Representative (ONSITE)	<ul style="list-style-type: none"> <li>Responsible for conducting audit office support and HealthShare observation audit of stocktake process only.</li> </ul>
Audit Office	Audit Office representative (ONSITE)	<ul style="list-style-type: none"> <li>Limited to observation only of NSW Health Stocktaking process.</li> </ul>

## 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;
- c. 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.

- a. Scissor lift operators need to be deemed competent by a Linfox Operational Trainer (LOT).
- b. 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.
- e. 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	Y
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
<b>Total:</b>	<b>902</b>			

***\*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.

- b. 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 [stocktake schedule](#) is shown in Table 6. Stocktake schedule dates to be confirmed with stakeholders 14 days prior to audit.

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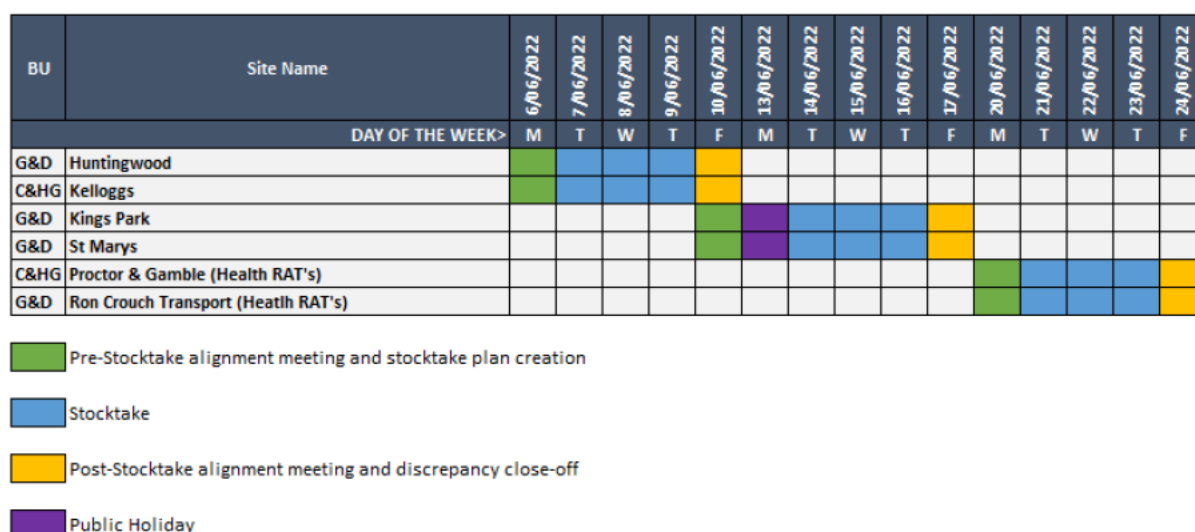
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<b>Business Process Management System</b>		<b>Stocktake Management Procedure</b>

**Table 6: Planned Site Stocktake Schedule (View 1)**

BU	Site Name	Pre-Stocktake	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)**



**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
Delay due to COVID-19 restrictions	<ul style="list-style-type: none"> <li>Site will assess impact of changed COVID-19 restrictions in accordance with Linfox COVID-19 <a href="#">Emergency Management Requirements</a>.</li> <li>Linfox NSW WGW Inventory Supervisor will review impact of COVID-19 requirements at site with the Linfox WH&amp;S contact and work with HealthShare to reschedule the stocktake and / or arrange PPE and safe work procedures to conduct the stocktake.</li> </ul>
Delay due to other emergency or disaster	<ul style="list-style-type: none"> <li>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.</li> </ul>

## 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 Validation
Ron Crouch (Health RAT's)	G&D	Freight 2020	Master File Validation

## 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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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:
    1. 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); and
  - (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:
  - (i) 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 Manager Whole of Government and the Linfox National Business Manager – Government. This matrix aligns with the Linfox Financial Delegation Matrix.

## 15.7 Report Stocktake Findings

- All documents are compiled and submitted to the Linfox NSW Government National Business Manager for review and approval to distribute.
- Update the Stocktake Plan to reflect the stocktake has been submitted.
- 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: <ul style="list-style-type: none"> <li>• NSW WGW Inventory Manager</li> <li>• NSW WGW Inventory Supervisor</li> <li>• NSW WGW Inventory/Systems Analyst</li> <li>• NSW WGW Inventory/Stock Controller</li> <li>• Site Stocktake Manager</li> <li>• Site Inventory/Stock Controller</li> <li>• Site Warehouse Operator</li> <li>• HealthShare Representative</li> <li>• Audit Office Representative</li> </ul>	
Accountable	
For ensuring that process is effective and improving:	
<b>Process Owner:</b> Dean Kirkwood - NSW Government Inventory Manager	<b>Process Expert:</b> Dean Kirkwood - NSW Government Inventory Manager
Consulted	
Those whose opinions are sought:	
<b>Stakeholders:</b> National and Regional managers	<b>Stakeholders from Linked Processes:</b> 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 Variance 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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<b>Business Process Management System</b>		<b>Stocktake Management Procedure</b>

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

		<b>Stock Count Sheet</b>				Page 1 of 1			
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)	S&CC/HU	Count	Qty	Uo M	Comment
NG-502354	72509-10 - Proshield N-95 MSK Medium	A 1	17DEC21	10.12.2026				EA	
Count Date: _____ Count Time: _____ Counter: _____ Signature: _____									

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## ANNEX B – LINFOX STOCK VARIANCE INVESTIGATION FORM

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		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:	<input type="text"/>
Trigger:	<input type="checkbox"/> Stocktake <input type="checkbox"/> Ad hoc <input type="checkbox"/> Validation
Product Code/Material:	<input type="text"/>
Product Description:	<input type="text"/>
Type of Variance:	<input type="checkbox"/> Deficit <input type="checkbox"/> Surplus <input type="checkbox"/> Other

#### Physical Investigation:

Task	Task Description	Resolved Yes	No	If no?
<input type="checkbox"/>	Consult the site point of contact (POC) regarding the discrepancy.	<input type="checkbox"/>	<input type="checkbox"/>	< Go to next step
<b>Site POC consulted:</b> <input type="text"/>				
<input type="checkbox"/>	Conduct a re-count for the impacted stock code.	<input type="checkbox"/>	<input type="checkbox"/>	< Go to next step
<input type="checkbox"/>	Check for any locations that the stock has moved to and from.	<input type="checkbox"/>	<input type="checkbox"/>	< Go to next step

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		Linfox Stock Variance Investigation Report Form

#### Administrative Investigation:

Task	Task Description	Resolved		If no?
		Yes	No	
<input type="checkbox"/>	Validate that the site stock on hand "SOH" is accurately reflecting in DWS.	<input type="checkbox"/>	<input type="checkbox"/>	< Go to next step
<input type="checkbox"/>	Validate that the DWS SOH is accurate, up-to-date, and free from errors.	<input type="checkbox"/>	<input type="checkbox"/>	< Go to next step
<input type="checkbox"/>	Check all outbound transactions since the first instance of the variance and validate each line.	<input type="checkbox"/>	<input type="checkbox"/>	< Go to next step
<input type="checkbox"/>	Check all outbound transactions since the first instance of the variance and validate each line.	<input type="checkbox"/>	<input type="checkbox"/>	< Go to next step
<input type="checkbox"/>	Check all stock adjustments for the product since the first instance of the variance and validate.	<input type="checkbox"/>	<input type="checkbox"/>	< Go to next step
<input type="checkbox"/>	Check for any stock sitting on the "off-system" register and validate.	<input type="checkbox"/>	<input type="checkbox"/>	< Go to next step
<input type="checkbox"/>	Check original supplier paperwork.	<input type="checkbox"/>	<input type="checkbox"/>	< Go to next step

#### Summary of Investigation and Findings:

Provide a description of the investigation findings in the below field.

#### Attachments:

<input type="checkbox"/> Correspondence relating to the discrepancy and investigation.	<input type="checkbox"/> Stock discrepancy investigation form.
<input type="checkbox"/> Service Now ticket.	<input type="checkbox"/> Transactional data relating to the discrepancy.

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		Stocktake Management Procedure
Business Process Management System		

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		Linfox Stock Variance Investigation Report Form
Business Process Management System		

**Acknowledgement:**

Investigation Completed By (Linfox):

--	--	--

Name:

Signature:

Date:

Acknowledgement of Investigation and Findings (Linfox Inventory Manager):

--	--	--

Name:

Signature:

Date:

Acknowledgement of Investigation and Findings (Linfox Regional Operations Manager):

--	--	--

Name:

Signature:

Date:

Acknowledgement of Investigation and Findings (Linfox National Business Manager):

--	--	--

Name:

Signature:

Date:

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<b>vision ZERO</b> <small> <b>ZERO</b> Fatalities  <b>ZERO</b> Injuries  <b>ZERO</b> Motor Vehicle Incidents  <b>ZERO</b> Net Environmental Emissions  <b>ZERO</b> Tolerance of Unsafe Behaviour &amp; Practices         </small>		WHS-PROC-STKMP-045
		Stocktake Management Procedure

## ANNEX C– LINFOX STOCKTAKE SITE SUMMARY

<b>vision ZERO</b> <small> <b>ZERO</b> Fatalities  <b>ZERO</b> Injuries  <b>ZERO</b> Motor Vehicle Incidents  <b>ZERO</b> Net Environmental Emissions  <b>ZERO</b> Tolerance of Unsafe Behaviour &amp; Practices         </small>		WHS-FM-STKSS-045
		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):	<input type="checkbox"/> 100% end-to-end stocktake (saleable inventory) <input type="checkbox"/> Targeted non-saleable stocktake <input type="checkbox"/> Shelf-life Verification <input type="checkbox"/> Category stocktake <input type="checkbox"/> Stock validation <input type="checkbox"/> Ad hoc stocktake	
Stocktake Scope (Sites):	<input type="checkbox"/> Non-Specific (at the discretion of Linfox) <input type="checkbox"/> Specific (as nominated by NSW WGWW) <input type="checkbox"/> All sites	
Specify the sites:	<div>01. &lt;site&gt;</div> <div></div>	

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<b>vision ZERO</b> <small>           ZERO Fatalities            ZERO Injuries            ZERO Motor Vehicle Incidents            ZERO Net Environmental Emissions            ZERO Tolerance of Unsafe Behaviour &amp; Practices         </small>		WHS-PROC-STKMP-045
		Stocktake Management Procedure
Business Process Management System		

<b>vision ZERO</b> <small>           ZERO Fatalities            ZERO Injuries            ZERO Motor Vehicle Incidents            ZERO Net Environmental Emissions            ZERO Tolerance of Unsafe Behaviour &amp; Practices         </small>		WHS-FM-STKSS-045
		Stocktake Site Summary form for NSW Government
Business Process Management System		

#### Site Stocktake Detail:

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

#### Site Specific Details:

Linfox Business Unit		
Linfox Site Name		
Site Address:		
Site Stocktake Manager:		
Site Stocktake Supervisor:		
Persons involved in stocktaking and task:		
Dates:	Planned Start Date: <input type="text"/>	Planned End Date: <input type="text"/>
	Actual Start Date: <input type="text"/>	Actual End Date: <input type="text"/>
Reason for timeframe deviation (if applicable):		

#### Site Stocktake Requirements:

Overall Inventory Accuracy:	Unit count Summary:	
	Units Counted	Units in Error

#### Investigations Raised against Site:

Detail the number of investigations raised during the stocktake as a result of variances counted.

ID	Description	Status
1		

A stocktake is not considered complete until all investigations have been completed.

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<b>vision ZERO</b> <small>           ZERO Fatalities            ZERO Injuries            ZERO Motor Vehicle Incidents            ZERO Net Environmental Emissions            ZERO Tolerance of Unsafe Behaviour &amp; Practices         </small>		WHS-PROC-STKMP-045
		Stocktake Management Procedure

<b>vision ZERO</b> <small>           ZERO Fatalities            ZERO Injuries            ZERO Motor Vehicle Incidents            ZERO Net Environmental Emissions            ZERO Tolerance of Unsafe Behaviour &amp; Practices         </small>		WHS-FM-STKSS-045
		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:

<p><b>Count Summary:</b></p> <p>1.</p> <p><b>Operational Summary:</b></p> <p>1.</p> <p><b>Recommendations:</b></p> <p>1.</p>
--

#### Acknowledgement:

Linfox Site Stocktake Manager:		
Name:	Signature:	Date:
Linfox NSW Gov Stocktake Manager:		
Name:	Signature:	Date:
Authorised NSW Gov Representative:		
Name:	Signature:	Date:

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<b>vision ZERO</b> <small>           ZERO Fatalities            ZERO Injuries            ZERO Motor Vehicle Incidents            ZERO Net Environmental Emissions            ZERO Tolerance of Unsafe Behaviour &amp; Practices         </small>		WHS-PROC-STKMP-045
		Stocktake Management Procedure
Business Process Management System		

<b>vision ZERO</b> <small>           ZERO Fatalities            ZERO Injuries            ZERO Motor Vehicle Incidents            ZERO Net Environmental Emissions            ZERO Tolerance of Unsafe Behaviour &amp; Practices         </small>		WHS-FM-STKSS-045
		Stocktake Site Summary form for NSW Government
Business Process Management System		

Site Stocktake Summary (Outcome):

Site Name	Planned Count %	Unit Equivalent	Actual Count %	Unit Equivalent	Investigations Raised	Investigations Completed	Unit Adjustments	Product Adjustments
Total:								



<b>vision ZERO</b> <small>ZERO Fatalities          ZERO Injuries          ZERO Motor Vehicle Incidents          ZERO Net Environmental Emissions          ZERO Tolerance of Unsafe Behaviour &amp; Practices</small>		WHS-PROC-STKMP-045
		Stocktake Management Procedure
Business Process Management System		

## ANNEX D – DWS SURPLUS TO LOCATION FORM

**vision ZERO**  
ZERO Fatalities  
 ZERO Injuries  
 ZERO Motor Vehicle Incidents  
 ZERO Net Environmental Emissions  
 ZERO Tolerance of Unsafe Behaviour & Practices  
 Business Process Management System



WHS-FM-SURLCW-045

DWS Stocktake Surplus to Location Report Form

### Stocktake Surplus to Location Report

Stocktake Number:

Description:

Bin Location	Stock Code	Batch / Shelf Life	UOM	Description and Comments	QTY	Serial Number	System SOH

Counted By

System User Name:

Counted By Signature:

Date:

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## ANNEX H- DWS QUARANTINE REGISTER

Confirmed by *	Confirmed on Date *	Product *	Product Short Description *	To Stock Type *	Description of Stock Type *	Reason for Movement *	Plant *	Reason for Movement Text *	Oracle Code *	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	NG03	Internal Adjustment (No Interfa	No Oracle Code	44711NG-502355A11010	QA Change	Movement To	70280 St Mays	Q1		
FLETCT	27/05/2022	NG-840031	IL-403-WK - Medlocks Isolat on Gown	A1	Available	RTST	NG03	Return to Stock	No Oracle Code	44708NG-840031A1RTST	QA Change	Movement To	43800 St Mays	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 Mays	B1		
FLETCT	27/05/2022	NG-571036	90001LB - Medstock Gown (Light Blue)	B1	Blocked	RTST	NG03	Return to Stock	No Oracle Code	44708NG-571036B1RTST	QA Change	Movement To	1800 St Mays	A1		
FLETCT	27/05/2022	NG-849161	Qube Gloves L	A1	Available	RTST	NG03	Return to Stock	No Oracle Code	44708NG-849161A1RTST	QA Change	Movement To	117000 St Mays	B1		
CROSSSS	27/05/2022	NG-571036	90001LB - Medstock Gown (Light Blue)	B1	Blocked	RTST	NG03	Return to Stock	No Oracle Code	44708NG-571036B1RTST	QA Change	Movement To	1800 St Mays	A1		
BORRAS	25/05/2022	NG-848882	01114NH-E00 - Thankyou Hand Sanitiser Spr	A1	Available	RTST	NG03	Return to Stock	No Oracle Code	44708NG-848882A1RTST	QA Change	Movement To	25600 Paramount Freightliners	E1		Return to available stock for outbound order
STEEHA	20/05/2022	NG-848958	C-G-SOGOWN-NON - Simba Gown XL	E1	Expiry	0301	NG04	Aged or Expired	No Oracle Code	44700NG-848958E10301	QA Change	Movement To	3000 Ke logs	A1		Manual Entry - Action required by HS - Available v QA variance
STEEHA	20/05/2022	NG-848958	C-G-SOGOWN-NON - Simba Gown XL	E1	Expiry	0301	NG03	Aged or Expired	No Oracle Code	44700NG-848958E10301	QA Change	Movement To	9000 St Mays	A1		Manual Entry - Action required by HS - Available v QA variance
CROSSSS	20/05/2022	NG-848516	1860 - (700038243) 3M Mask XA-0100-0053	B1	Blocked	RTST	NG03	Return to Stock	No Oracle Code	44701NG-848516B1RTST	QA Change	Movement To	30720 St Mays	E1		raised an internal Linfox IT ticket, since the correct expiry date didn't flow through.
STEEHA	19/05/2022	NG-848958	C-G-SOGOWN-NON - Simba Gown XL	E1	Expiry	0301	NG03	Aged or Expired	No Oracle Code	44700NG-848958E10301	QA Change	Movement To	211200 St Mays	A1		Manual Entry - Action required by HS - Available v QA variance
STEEHA	19/05/2022	NG-848958	C-G-SOGOWN-NON - Simba Gown XL	Q1	Quality	1008	NG03	Product Change	No Oracle Code	44700NG-848958Q11008	QA Change	Movement To	9000 St Mays	E1		Manual Entry - Action required by HS - Available v QA variance
YUSUFA	19/05/2022	NG-551704	RH-S201 - Reynard Neutral Wipes	E1	Expiry	0301	NG03	Aged or Expired	EXP	44700NG-551704E10301	QA Change	Movement To	576 St Mays	B1		Manual Entry - Action required by HS - Available v QA variance
YUSUFA	19/05/2022	NG-848516	1860 - (700038243) 3M Mask XA-0100-0053	E1	Expiry	0301	NG03	Aged or Expired	EXP	44700NG-848516E10301	QA Change	Movement To	30720 St Mays	B1		Manual Entry - Action required by HS - Available v QA variance
YUSUFA	18/05/2022	NG-571036	90001LB - Medstock Gown (Light Blue)	A1	Available	RTST	NG03	Return to Stock	No Oracle Code	44698NG-571036A1RTST	QA Change	Movement To	10300 St Mays	E1		Manual Entry - Action required by HS - Available v QA variance
CHAMER	18/05/2022	NG-848958	C-G-SOGOWN-NON - Simba Gown XL	E1	Expiry	0301	NG04	Aged or Expired	EXP	44698NG-848958E10301	QA Change	Movement To	9000 Ke logs	A1		Stock sent to expiry due to close to 60 days
CROSSSS	17/05/2022	NG-DOE038	CODERED600GEL-20 - Code Red Hand Gel 80%	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	NG03	Return to Stock	No Oracle Code	44698NG-571036Q1RTST	QA Change	Movement To	1600 St Mays	A1		Manual Entry - Action required by HS - Available v QA variance
CROSSSS	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	15800 St Mays	Q1		Return to A1 Stock upon checking
CROSSSS	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 Mays	A1		Return to A1 Stock upon checking
YUSUFA	12/05/2022	NG-848957	C-G-SOGOWN-XL - Simba Gown XL	E1	Expiry	0301	NG04	Aged or Expired	EXP	44693NG-848957E10301	QA Change	Movement To	1800 Ke logs	A1		Stock status updated as expired upon check
CHAMER	12/05/2022	NG-848958	C-G-SOGOWN-NON - Simba Gown XL	A1	Available	RTST	NG04	Return to Stock	No Oracle Code	44693NG-848958A1RTST	QA Change	Movement To	12400 Ke logs	E1		Category change to enable outbound delivery
CHAMER	12/05/2022	NG-848957	C-G-SOGOWN-XL - Simba Gown XL	B1	Blocked	1010	NG04	Internal Adjustment (No Interfa	No Oracle Code	44693NG-848957B11010	QA Change	Movement To	500 Ke logs	A1		Stock reserved for NMS upon request
CHAMER	12/05/2022	NG-848644	14538_P01 - Kanga Group Plastic Face Shi	A1	Available	RTST	NG04	Return to Stock	No Oracle Code	44693NG-848644A1RTST	QA Change	Movement To	489600 Ke logs	B1		Return to available stock
YUSUFA	11/05/2022	NG-571036	90001LB - Medstock Gown (Light Blue)	A1	Available	RTST	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	NG03	Aged or Expired	EXP	44692NG-849131E10301	QA Change	Movement To	12000 St Mays	B1		Stock status updated as expired upon check
YUSUFA	11/05/2022	NG-848957	C-G-SOGOWN-XL - Simba Gown XL	E1	Expiry	0301	NG03	Aged or Expired	EXP	44692NG-848957E10301	QA Change	Movement To	1800 St Mays	B1		Stock status updated as expired upon check
FARFMA	11/05/2022	NG-848958	C-G-SOGOWN-NON - Simba Gown XL	E1	Expiry	1005	NG03	Batch Change	No Oracle Code	44692NG-848958E11005	QA Change	Movement To	5100 St Mays	A1		Stock sent to expiry due to close to 60 days

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## ANNEX I– EXECUTE STOCKTAKE

