Inventory reconciliation register

Agree the record baseline, count date, and units of measure before recording observations. Preserve the original record and the supporting evidence for each approved adjustment.

Project / site

Scope / reference

Prepared by / date

Review / acceptance authority

Connect every discrepancy to an owner and a documented resolution.

Asset / tag ID	Record / observed location	Record / observed quantity	Discrepancy & evidence	Owner / target date	Resolution / approval reference

Review: Are all observations traceable? Has each open discrepancy been assigned? Are adjustments supported by the required approval?