

Physical Asset Verification & Reconciliation

A practical, printable two-page checklist for multi-location fixed assets, serialized equipment and bulk stock. Tick each completed control and retain supporting evidence.

Audit reference: _____	Audit date: _____
Site / branch / location: _____	Auditor / team: _____
Audit scope / department: _____	Reviewer: _____

01 BEFORE AUDIT - PREPARATION

- ☐ Define audit scope, locations, asset categories, cut-off date and responsible personnel.
- ☐ Export or freeze the starting asset register / inventory snapshot for comparison.
- ☐ Confirm location hierarchy, asset ownership and assigned custodians.
- ☐ Separate serialized assets from quantity-based (bulk) assets in the audit plan.
- ☐ Prepare barcode / asset-ID lists, scanning devices and physical count sheets.
- ☐ Record known service-outs, transfers, disposals and other in-flight movements.
- ☐ Communicate the audit schedule, evidence requirements and escalation contacts.

02 DURING AUDIT - PHYSICAL VERIFICATION

- ☐ Verify each serialized asset by unique ID / barcode and confirm its physical presence.
- ☐ For bulk assets, count actual quantity at each audited location.
- ☐ Record observed branch, department, room, custodian and asset condition.
- ☐ Compare observations with the frozen record; do not overwrite the original snapshot.
- ☐ Flag missing, untagged, duplicate, damaged and unexpected assets.
- ☐ Record wrong-location assets separately from missing assets.
- ☐ Capture notes, evidence and a responsible owner for each discrepancy.
- ☐ Reconcile material variances and confirm uncertain findings before review.

Working note: Scanning, counting and recording findings should not directly change inventory. Keep the audit snapshot and observations available for review.

03 AFTER AUDIT - RECONCILIATION & SIGN-OFF

☐ Review discrepancies against movement, assignment, receiving and disposal records.

☐ Classify each exception and document the proposed resolution with evidence.

☐ For bulk variances, propose a quantity adjustment only after validation.

☐ For serialized assets found elsewhere, propose a location movement; do not create duplicates.

☐ For confirmed missing serialized assets, propose a lost-status decision.

☐ Obtain authorized review / approval before any stock or lifecycle change is posted.

☐ Execute approved reconciliations, record audit trail and verify resulting balances.

☐ Share the final exception report, corrective actions and management sign-off.

DISCREPANCY / EXCEPTION LOG

Asset ID / item	Expected location / qty	Observed location / qty	Finding / action owner
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Reconciliation decision: ☐ No change ☐ Recount / investigate ☐ Bulk adjustment ☐ Serialized movement ☐ Mark lost

Approved stock impact: _____

Auditor: _____ **Reviewed by:** _____ **Approved by:** _____

Approval date: _____ **Reconciliation / posting reference:** _____

Control reminder: Record discrepancies first. Only approved reconciliation decisions should update inventory, asset location or lifecycle status. Retain the evidence and approval trail.