

Kit Contents Reconciliation

FOUR WORKSHEETS / ONE FOCUSED SECTION PER PAGE

Date / reference: _____

Identify the kit

Kit name

Version reference

Contents list source

Date counted

Kit Contents Reconciliation

FOUR WORKSHEETS / ONE FOCUSED SECTION PER PAGE

Date / reference: _____

Compare the main parts

Listed component

Quantity expected

Quantity present

Related piece

Kit Contents Reconciliation

FOUR WORKSHEETS / ONE FOCUSED SECTION PER PAGE

Date / reference: _____

Separate differences

Missing component

Extra component

Unidentified part

Damaged packaging note

Kit Contents Reconciliation

FOUR WORKSHEETS / ONE FOCUSED SECTION PER PAGE

Date / reference: _____

Keep it usable

Parts container

List storage spot

Question to source

Next reconciliation step
