

Consumables and Shop Supplies Inventory

Turn reordering from a guess into a decision, by recording the level you have chosen to hold against what is actually on the shelf.

What the workshop actually holds of the things that run out — abrasives, fixings, welding consumables, oils, gloves — against the level you have decided to keep.

PAR LEVEL FIRST, COUNT SECOND
Set a par level once and the count becomes a decision rather than a guess. The point of the reorder column is that it is filled in while you are standing at the shelf, not from memory at the supplier's counter.

Workshop or store				Counted by			Date		
Item	Size or spec	Unit	Par	Counted	Reorder	On order	Supplier	Part number	Location