

Year-End Count Day Plan

ChromaLabel

Saint Marys, Kansas
Color-coding since 1976

One color per step. Anyone in the aisle can see what is done and what is not.

Count date:

Site:

Count lead:

THE COLOR LEGEND: TAPE THIS WHERE EVERY COUNTER CAN SEE IT

STEP 1
COUNTED
Green dot

First pass done and logged.
The next person knows not to recount it.

STEP 2
RECOUNT
Yellow dot

Number looked off, or counters disagreed.
Flag it, move on, come back.

STEP 3
VERIFIED
Light blue dot

Supervisor double-checked it.
This is the step that closes out a zone.

ANY TIME
HOLD
Red dot

Needs a decision.
Pair it with Hold / Released or Quarantined labels and tape.

2 WEEKS BEFORE

- ☐ **Set the cutoff.** Pick the date and time receiving and shipping freeze. Tell customers and carriers.
- ☐ **Draw the zone map.** Number every zone, aisle and bay. One zone, one owner.
- ☐ **Assign counter pairs.** Two people per zone. Name a supervisor for each group of zones.
- ☐ **Order supplies.** Green, yellow, light blue and red dots, plus status labels. Order by Dec 11 for delivery before your count.
- ☐ **Pre-tag hold items.** Put red dots and Hold / Quarantined labels on damaged, expired and disputed stock now.
- ☐ **Brief the team.** Walk through the four colors. Post this page at every zone entrance.

COUNT DAY RUN ORDER

- 1

Count by zone. Finish one zone before you start the next.
- 2

Green dot as you go. Log the count, then dot the bin right away.
- 3

Yellow on any mismatch. Do not argue at the shelf. Dot it and move on.
- 4

Supervisor swaps to blue. Check the bin, then put a light blue dot on it. When every bin is blue, the zone is closed.
- 5

Red plus a hold label. Anything that needs a decision gets a red dot and a Hold or Quarantined label.
- 6

End-of-day sweep. Walk every aisle. Any bin with no dot is not counted. Any yellow or red is still open.

AUDITOR TEST COUNTS: 3 TIPS

1. **Keep dots visible.** Do not strip them or cover them with pallet wrap before the auditors walk.
2. **Recount yellows first.** Clear every yellow dot before auditors arrive.
3. **Log blue zones.** Write down which zones are light blue, so you can show what is closed.

Zone	Counter pair	Counted	Yellows cleared	Holds decided	Blue (closed)	Supervisor initials

Dots can carry more than a status. Pre-printed 3" Counted dots have Date / Dept / Initial lines, and 2027 year dots date your stock.