

# Excess / Obsolete Inventory Warning / Notification

Date: \_\_\_\_\_

Goods Receipt Note \_\_\_\_\_ Date of GRN \_\_\_\_\_ Quantity \_\_\_\_\_

Description \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Quarantine No. \_\_\_\_\_

Manager Notified \_\_\_\_\_ Date \_\_\_\_\_

Reason for Warning / Notification \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Actions Taken

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

## Specific Actions

- Retain by \_\_\_\_\_ Sign \_\_\_\_\_ Ref. \_\_\_\_\_
- Waste / Scrap by \_\_\_\_\_ Sign \_\_\_\_\_ Ref. \_\_\_\_\_
- Returned by \_\_\_\_\_ Sign \_\_\_\_\_ Ref. \_\_\_\_\_

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Prepared by \_\_\_\_\_ Sign \_\_\_\_\_  
Verified & Approved by \_\_\_\_\_ Sign \_\_\_\_\_