



# MATERIALS AND EQUIPMENT INVENTORY OF CLOSED OFFICES

**Case Study:** Non Retail Audit – Professional Services Network

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## Case Study: Non Retail Audit – Professional Services Network

A multinational professional services network, had been asked to complete an inventory of a public company, that had been shut down by the government. The company were situated in the central part of Mexico and operated power stations. The shutdown was decided suddenly overnight without any previous announcement.

### REQUIREMENT

The main goals for the professional services network were to generate an inventory of the personal belongings left in the offices and an inventory of equipment and materials. The company's requirements were as follows:

- **Inventory of 32 offices** and power stations
- **Identify** personal belongings within the offices
- **Catalogue** the personal items and locations
- Box and tag the personal items
- Materials and equipment to be counted and **tagged**

### SOLUTION

The professional services network partnered with RGIS to complete the following:

- A team of **100 experienced RGIS auditors** were provided, out of which eight auditors were allocated purely for **data collation**
- A **nine month project** scheduled
- Personal belongings were identified within the offices
- Each personal item was **catalogued with the location, boxed and tagged** as requested
- All materials and equipment were **counted and tagged**

### RESULTS

The professional services network found by outsourcing the **inventory** to RGIS, the following was achieved:

- All **personal items** had been identified
- Materials and equipment could be logged as inventory
- **All data was collated** and sent to the professional services network in the format requested

By partnering with RGIS, a multinational professional services network now have a **complete picture of the materials and equipment** left after the closing of a business



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Equipment Inventory



Assets Tagged



Information Gathering



Accurate Data



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