RapidKnowHow®

ONE-SITE AUDIT ACTION GUIDE

Cylinder rental | TCO Optimizing Team | Read the flow, assign owners, apply at ONE site.

1 DEFINE
ONE site + period
Agree the baseline

>

2 COMPARE
Invoice vs records
AI flags differences

>

3 VALIDATE
Returns + terms
Person confirms claim

>

4 CORRECT
Authorized request
Track supplier reply

>

5 VERIFY
Payment + costs
Record net cash effect

START WITH FOUR RECORDS

Rental invoices + complete cylinder register + dated delivery/return receipts + rental terms

TEAM OWNER	DO THIS	READY TO MOVE WHEN
Site lead	Confirm locations, cylinder movements and completeness of records.	Scope and site records are agreed.
AI / analyst	Match cylinder IDs, dates, quantities and rates; log discrepancies.	Every flag links to source evidence.
Procurement lead	Check rental cessation terms; submit a supported correction request.	Supplier response and revised bill recorded.
Finance reviewer	Match actual payments or refunds; deduct incremental audit/recovery costs.	Amount, period and exceptions confirmed.

DECISION GATES

Missing evidence? HOLD the claim. Partial acceptance? Keep the balance OPEN.

Corrected bill, unpaid? BILLING CORRECTION. Payment matched? Verify the CASH EFFECT.

IMPROVE + TRANSFER: Log the lesson, update the version, test at the next site and compare results.

WORKED EXAMPLE

SIMULATION ONLY | Demonstrates the method; no actual customer result is claimed.

RECORD	BEFORE / FINDING	ACTION / RESULT
Scope	ONE site; monthly cylinder rental.	No quantity or rate changes beyond correction.
Baseline	60 billed cylinders x €10 = €600.	Return receipts support removal of 10.
Correction	10 returned before the rental period.	Supplier corrects bill to 50 x €10 = €500.
Cash evidence	€500 rental payment matched to invoice.	€30 one-time audit payment also confirmed.
Net cash benefit	€600 baseline less €500 rental paid.	€100 less paid minus €30 cost = €70.
Next months	€100/month potential ongoing reduction.	Verify each month; do not book forecasts as achieved results.

€600 baseline - €500 rental paid - €30 audit cost = €70 net cash benefit

Compare the same period, scope and tax basis. Explain other changes separately.

Monthly control: match each charge to billable cylinders and applicable contract dates before payment.

This audit measures incremental cash impact, not the entire site TCO or company free cash flow.

If tax, FX, financing or other cash effects apply, finance includes them before approving the net amount.

ONE-SITE AUDIT RECORD

Reusable, fillable team record | One record per finding and period | Retain supporting evidence securely.

Site / audit ID

Period / currency / tax basis

Scope / guide version

Site lead / procurement / finance

Baseline amount + source references

Finding + evidence references / gaps

Approved action / owner / due date

Supplier response / open exceptions

Baseline payment / actual payment or refund

Incremental costs / net cash benefit

Payment evidence / review date / finance sign-off

Lesson / guide change / next test owner + date

STATUS: Expected / Evidence gap / Billing corrected / Cash verified / Open exception / Closed