

SOP: Inventory Check for Perishable and Critical Supplies

This SOP details the process for conducting an **inventory check for perishable and critical supplies**, ensuring timely monitoring, accurate record-keeping, proper storage conditions, and rotation to minimize waste and prevent shortages. It covers regular inspection schedules, quality assessment, documentation protocols, and procedures for handling expired or damaged items to maintain operational efficiency and safety.

1. Purpose

To establish a standardized process for monitoring, recording, and managing inventory of perishable and critical supplies, ensuring safety, quality, and availability.

2. Scope

This procedure applies to all staff involved in storing, managing, and handling perishable and critical supplies within [Department/Facility Name].

3. Responsibilities

- Inventory Staff:** Perform regular checks, record inventory data, assess quality, and report discrepancies.
- Supervisors:** Oversee checks, review records, and coordinate corrective actions.
- Management:** Ensure compliance, provide resources, and review procedures.

4. Definitions

- Perishable Supplies:** Items with limited shelf life requiring specific storage, e.g., food, reagents, medications.
- Critical Supplies:** Items essential to operational continuity, e.g., emergency equipment, key spare parts.

5. Procedure

- Inspection Schedule:**
 - Conduct inventory checks [specify frequency, e.g., daily/weekly].
 - Increase frequency for high-turnover or high-risk items.
- Inventory Check Process:**
 - Access inventory area following all safety/hygiene protocols.
 - Inspect items visually for signs of spoilage, damage, or contamination.
 - Verify storage conditions (temperature, humidity, etc.).
 - Check "First Expiry First Out" (FEFO) compliance; rotate stock accordingly.
- Documentation:**
 - Record all findings in the Inventory Log (see template below).
 - Document inventory levels, expiry dates, condition, and actions taken.
- Handling Expired or Damaged Items:**
 - Tag and segregate expired/damaged items immediately.
 - Dispose of items as per **Waste Disposal SOP** or manufacturer guidelines.
- Reporting & Restocking:**
 - Report shortages or quality issues to supervisor/management.
 - Initiate restocking process to maintain minimum stock levels.

6. Documentation - Inventory Log Template

Date	Item Name/ID	Qty on Hand	Expiry Date	Physical Condition	Storage Conditions	Action Taken	Checked By
[dd/mm/yyyy]	[Name/ID]	[Qty]	[dd/mm/yyyy]	[Good/Expired/Damaged]	[e.g. 4Â°C]	[E.g., Rotated/Removed/Ordered]	[Name]

7. Records and Retention

- Inventory logs are to be retained for a minimum of [specify period, e.g., 2 years].
- Ensure secure and accessible storage of records (digital or hard copy).

8. References

- Waste Disposal SOP
- Manufacturer's Product Guidelines
- Organizational Safety Policies