

Standard Operating Procedure (SOP)

Inventory Management for Supplies and Consumables

This SOP outlines **inventory management for supplies and consumables**, detailing procedures for tracking stock levels, ordering and replenishment, storage and organization, usage monitoring, and inventory audits. The aim is to maintain optimal inventory levels, prevent stockouts and overstocking, ensure accurate record-keeping, and support efficient operational workflow by standardizing inventory control practices.

1. Purpose

To establish clear procedures for managing inventory of supplies and consumables, ensuring efficiency, accuracy, and availability as required for operational needs.

2. Scope

This SOP applies to all staff responsible for handling, ordering, receiving, storing, and distributing supplies and consumables within the organization.

3. Responsibilities

- **Inventory Manager:** Oversees the inventory process, supervises record keeping, and initiates reorder.
- **Staff:** Monitor usage, report low stock, and follow procedures for withdrawals and returns.
- **Procurement:** Places orders with approved suppliers and ensures timely delivery.

4. Procedure

4.1 Stock Tracking

1. Log all incoming supplies in the inventory management system upon receipt.
2. Assign a unique identifier or batch number to each lot of supplies.
3. Regularly update stock quantities reflecting usage and replenishment.

4.2 Ordering and Replenishment

1. Set **minimum** and **maximum** stock levels for each item.
2. Review stock reports weekly.
3. Initiate reorder when supplies reach minimum threshold, including buffer stock calculation.
4. Document all orders and receipts, assigning responsible personnel.

4.3 Storage and Organization

1. Store items in designated, labeled locations; ensure proper environmental and safety conditions.
2. Organize stock using the FIFO (First-In-First-Out) method.
3. Keep a storage map/list for quick access and relocation.

4.4 Usage Monitoring

1. Maintain a log of item withdrawals including date, item, quantity, and person responsible.
2. Monitor usage trends to anticipate seasonal or project-specific fluctuations in demand.

4.5 Inventory Audits

1. Conduct physical inventory counts **monthly**; reconcile with system records.
2. Investigate and resolve discrepancies.
3. Document audit results and corrective actions taken.

5. Documentation

- Inventory log or software reports
- Order receipts and supplier invoices

- Usage logbooks or withdrawal forms
- Audit checklists and reports

6. Key Performance Indicators (KPIs)

KPI	Target
Stockout Incidence	Zero per reporting period
Inventory Record Accuracy	>98%
Order Lead Time	<5 days
Inventory Turnover Rate	Within optimal range, as per category

7. Revision & Review

This SOP is to be reviewed **annually** or as necessary to ensure effectiveness and compliance with regulatory requirements.

8. References

- Inventory Management Policy
- Procurement Procedures Manual
- Applicable regulatory guidelines

9. Approval

Name	Title	Date	Signature