

# SOP Template: Inventory Scanning and Stock Adjustment Guidelines

This SOP details **inventory scanning and stock adjustment guidelines**, covering accurate barcode scanning procedures, regular stock verification, discrepancy identification and resolution, stock count schedules, system updates for stock adjustments, and employee responsibilities. The goal is to maintain precise inventory records, minimize errors, and ensure efficient stock management throughout the supply chain.

## 1. Objective

Maintain precise inventory records, minimize errors, and ensure efficient stock management through standardized inventory scanning and stock adjustment processes.

## 2. Scope

This SOP applies to all warehouse and inventory staff responsible for handling, counting, and adjusting stock at any storage or sales facility.

## 3. Responsibilities

- **Inventory Staff:** Perform barcode scanning, stock verification, and report discrepancies.
- **Supervisors:** Oversee and verify stock counts, approve adjustments, and escalate unresolved discrepancies.
- **IT/System Admin:** Maintain inventory management systems and ensure system integrity during updates.

## 4. Barcode Scanning Procedures

1. Verify that the scanner is fully charged and calibrated.
2. Clean barcodes if obscured or dirty before scanning.
3. Scan each item's barcode, ensuring the correct product and quantity displays in the system.
4. Confirm successful scan in the system before moving to the next item.
5. Report and set aside any unscannable or damaged items for manual review.

## 5. Stock Verification and Regular Counts

- Perform **daily, weekly, or monthly** stock counts as per the established schedule.
- Reconcile physical counts with the system inventory.
- Document and address any variances immediately.

## 6. Discrepancy Identification & Resolution

1. Identify mismatches between physical stock and system records.
2. Investigate common causes (misplaced items, unrecorded adjustments, scanning errors).
3. Escalate unresolved discrepancies to supervisors.
4. Document corrective actions taken.

## 7. Stock Adjustment and System Updates

1. Record the reason for adjustment (e.g., damaged goods, shrinkage, overstock).
2. Update inventory management system promptly with accurate figures.
3. Obtain supervisor approval for significant adjustments.
4. Keep adjustment logs/audit trails for recordkeeping and traceability.

## 8. Stock Count Schedule Example

Item Category	Count Frequency	Staff Responsible
Fast-Moving Goods	Weekly	Inventory Clerk

Slow-Moving Goods	Monthly	Inventory Clerk
High-Value Items	Daily	Supervisor

9. Recordkeeping

- Maintain stock count sheets, adjustment logs, and discrepancy reports for at least 12 months.
- Ensure all documentation is accurate, complete, and accessible for audits.

10. Review and Updates

- Review this SOP annually or after significant process/system changes.
- Communicate updates promptly to all relevant staff.