SOP: Shelving, Organization, and Inventory Checks

This SOP details **shelving, organization, and inventory checks** procedures, emphasizing systematic product placement, efficient storage solutions, and regular inventory audits. It aims to optimize space utilization, maintain stock accuracy, and ensure easy access to items, thereby supporting smooth operational flow and reducing stock discrepancies within the warehouse or retail environment.

1. Scope

This procedure applies to all personnel responsible for receiving, shelving, organizing, and auditing stock in the warehouse or retail store.

2. Responsibilities

- **Warehouse/Store Staff:** Responsible for shelving, organization, and preliminary inventory checks.
- **Supervisors/Managers:** Responsible for oversight, inventory audit approval, and issue resolution.

3. Procedure

1. **Receiving and Shelving Products**
   a. Inspect shipments for accuracy and damage upon arrival.
   b. Verify SKU, quantity, and condition against purchase orders or invoices.
   c. Assign products to their designated shelf or storage area based on category and turnover frequency.
   d. Record location details in the inventory management system.
   e. Place heavier or larger items on lower shelves, lighter/smaller items on higher shelves as per safety standards.
2. **Organization of Storage/Shelving**
   a. Arrange items by defined categories (e.g., type, brand, SKU).
   b. Label shelves clearly with product names, codes, and barcodes where applicable.
   c. Maintain clear aisle space for accessibility and safety.
   d. Implement the FIFO (First-In, First-Out) method where applicable.
   e. Regularly clean and organize shelving areas to remove clutter or outdated items.
3. **Inventory Checks & Audits**
   a. Conduct daily spot-checks on fast-moving items and high-value stock.
   b. Perform weekly or monthly full inventory counts as per schedule.
   c. Document discrepancies between physical counts and records; investigate and report as necessary.
   d. Update inventory systems promptly after checks and investigations.

4. Documentation & Records

- Receiving logs
- Shelving/placement records
- Inventory audit reports
- Discrepancy reports

5. Safety & Compliance

- Comply with all OSHA or local safety regulations regarding shelving load limits and safe handling.
- Ensure all emergency exits and safety equipment remain accessible and unobstructed.
- Use ladders and lifting equipment as per training and guidelines.

6. Review & Revision

This SOP will be reviewed annually or as necessary to reflect changes in operational practices or regulations.

7. Approval

Prepared By	Reviewed By	Approved By	Date	Revision
[Name]	[Name]	[Name/Title]	[Date]	[Revision #]