

# SOP Template: Shelving, Reshelving, and Shelf Reading Guidelines

This SOP provides comprehensive **shelving, reshelving, and shelf reading guidelines** to ensure efficient organization and inventory management within the facility. It covers proper techniques for placing items on shelves, protocols for reshelving returned or misplaced products, and systematic shelf reading procedures to maintain accurate stock levels and product arrangement. Adherence to these guidelines promotes a safe, orderly, and customer-friendly environment while minimizing stock discrepancies and optimizing product accessibility.

## 1. Purpose

To outline standardized methods for shelving, reshelving, and shelf reading to maintain order, accuracy, and safety in the facility.

## 2. Scope

This SOP applies to all staff responsible for organizing, checking, and maintaining shelves in the facility.

## 3. Responsibilities

- **Staff:** Correctly shelf, reshell, and shelf-read items according to established guidelines.
- **Supervisors:** Ensure staff are trained and compliance is monitored.

## 4. Shelving Guidelines

1. Verify the item's correct location prior to shelving using inventory systems or shelf labels.
2. Place items upright, facing outward, and aligned with the front edge of the shelf.
3. Ensure shelving is not overcrowded and items are organized by type, size, or category as per local procedure.
4. Check for damaged or expired items and report or remove as necessary.
5. Practice proper lifting techniques for heavy or bulky items.

## 5. Reshelving Guidelines

1. Confirm each item's correct location before reshelving returns or misplaced products.
2. Reshell items immediately to avoid clutter and maintain product accessibility.
3. Inspect returned items for damage before returning to shelf.
4. Record high-frequency misplaced items and report trends to supervisors for evaluation.

## 6. Shelf Reading Guidelines

1. Systematically review shelves, section by section, verifying that items are in correct order.
2. Check for misfiled, missing, or misplaced items and correct as found.
3. Inspect shelf labels for accuracy and legibility; replace as needed.
4. Note shelf conditions (e.g., overcrowding, inadequate signage, cleanliness) and address or report issues.
5. Document discrepancies and update inventory management systems accordingly.

## 7. Safety & Best Practices

- Keep aisles clear and free of obstacles during shelving activities.
- Use ladders and step stools properly for high shelves.
- Wear appropriate PPE as required.

- Do not block fire exits or access points with carts or boxes.

## 8. Documentation

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- Complete any required checklists or logs as work is completed.
- Report missing or damaged inventory to the supervisor per reporting procedure.

## 9. Review and Updates

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This SOP shall be reviewed and updated annually or as facility needs change.

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**Effective Date:** \_\_\_\_\_ | **Review Date:** \_\_\_\_\_

**Approved by:** \_\_\_\_\_