

SOP: Tools and Spare Parts Inventory Control

This SOP establishes **tools and spare parts inventory control** procedures to ensure accurate tracking, proper storage, and timely replenishment of tools and spare parts. It includes guidelines for inventory record keeping, regular stock audits, procurement processes, and loss prevention measures. The objective is to maintain optimal inventory levels, minimize downtime, and support efficient maintenance and operations.

1. Scope

This procedure applies to all departments responsible for using, storing, and managing tools and spare parts inventory.

2. Responsibilities

- **Inventory Controller:** Maintain inventory records and stock levels.
- **Procurement Officer:** Manage purchasing and replenishment of inventory.
- **Department Heads:** Oversee compliance with inventory control procedures.
- **All Staff:** Report usage, damage, or loss of tools and parts promptly.

3. Inventory Record Keeping

1. Maintain an up-to-date **inventory register** (electronic or manual) listing:
 - Item Name/Description
 - Unique Identification/Code
 - Location
 - Quantity on Hand
 - Date of Last Transaction
2. Record all entries and withdrawals of tools and spare parts immediately in the register.
3. Use an inventory management system whenever possible.

4. Storage and Handling

1. Store all tools and spare parts in designated secure areas.
2. Label storage locations clearly and organize by type and usage frequency.
3. Follow manufacturer guidelines for handling and storage conditions.
4. Restrict access to authorized personnel only.

5. Stock Audits and Reconciliation

1. Conduct physical stock audits at least **quarterly**, or as required by policy.
2. Reconcile physical counts with inventory records.
3. Document and investigate discrepancies. Report losses or damages to management.

6. Procurement and Replenishment

1. Monitor inventory levels. Identify items below minimum stock thresholds.
2. Initiate purchase requests for replenishment as needed.
3. Receive and inspect procurement deliveries for accuracy and condition before recording in inventory.

7. Loss Prevention and Security

- Restrict access to storage areas to authorized personnel only.
- Investigate and document all incidents of loss, theft, or damage.
- Train staff in inventory control procedures and loss prevention measures.

8. Documentation and Records

- Retain inventory records, audit reports, and procurement documents for a minimum period of **3 years**.
- Ensure confidentiality and integrity of inventory records.

9. Review and Continuous Improvement

- Review this SOP annually or as operations require.
- Implement improvements based on audit findings and feedback.

10. Sample Inventory Register Template

Item Name/Description	Item Code	Location	Quantity on Hand	Date of Last Transaction
Adjustable Wrench	TW-001	Main Tool Room	5	2024-05-30
Spare Pump Motor	SP-103	Warehouse A	2	2024-06-01
Allen Key Set	TW-009	Workshop	10	2024-04-21

11. References

- Company Inventory Management Policy
- Manufacturer Storage Recommendations
- ISO 9001:2015 Requirements (if applicable)