

SOP: Alcohol Storage and Inventory Management

This SOP details **alcohol storage and inventory management** procedures, encompassing secure storage requirements, temperature and humidity control, inventory tracking and documentation, stock rotation, spoilage monitoring, compliance with legal regulations, staff training on handling protocols, and regular audit processes. The objective is to maintain product quality, prevent loss or theft, and ensure regulatory compliance through systematic and efficient management practices.

1. Purpose

To establish standardized procedures for the effective storage and inventory management of alcohol, ensuring product integrity, safety, and regulatory compliance.

2. Scope

This SOP applies to all staff involved in the handling, storage, and inventory management of alcohol products within the organization.

3. Responsibilities

- **Store Manager:** Overall compliance and SOP enforcement.
- **Designated Inventory Staff:** Daily inventory, documentation, and reporting discrepancies.
- **All Staff:** Adhere to handling protocols and report incidents or irregularities.

4. Secure Storage Requirements

- Store all alcohol in a dedicated, locked area accessible only to authorized personnel.
- Install security measures (e.g., surveillance cameras, alarms) in storage areas.
- Regularly inspect storage to ensure no unauthorized access or breaches.

5. Temperature and Humidity Control

- Maintain alcohol storage areas at temperatures between 10°C to 20°C (50°F to 68°F), unless otherwise specified by the manufacturer.
- Monitor and record temperature and humidity daily using calibrated devices.
- Immediately address any deviations outside recommended ranges to prevent spoilage or degradation.

6. Inventory Tracking and Documentation

- Maintain a real-time inventory management system (electronic or manual logs).
- Record the following for each batch:
 - Product name and type
 - Lot and serial number
 - Supplier and delivery date
 - Quantity received, issued, and current balance
 - Expiration/best-before date (if applicable)
- Document all stock movements (receipts, issues, transfers, returns, disposal).

Date	Product	Lot #	Quantity In	Quantity Out	Balance	Handled By	Remarks

7. Stock Rotation and Spoilage Monitoring

- Practice FIFO (First-In, First-Out) stock rotation to minimize product aging and spoilage.
- Inspect inventory upon receipt and during regular checks for signs of damage, leakage, or spoilage.
- Promptly remove and document spoiled, expired, or damaged products following disposal procedures.

8. Compliance with Legal and Regulatory Requirements

- Store and dispense alcohol in accordance with local, state, and federal regulations.
- Maintain all required licensing and permit documentation on-site and up to date.

- Ensure age restrictions and other legal conditions are strictly enforced.

9. Staff Training and Handling Protocols

- Provide regular training to all staff on safe alcohol storage, handling, and documentation.
- Train staff to identify signs of spoilage or tampering and respond appropriately.
- Maintain training records and update SOPs as laws and best practices evolve.

10. Audit and Review Process

- Conduct scheduled and surprise audits of alcohol inventory and storage compliance.
- Document audit findings, corrective actions, and follow-up results.
- Review and update this SOP annually or as required.

11. Documentation and Record Keeping

- Securely store all records (inventory logs, temperature/humidity logs, training, audits) for at least five years or as per legal requirements.
- Ensure records are legible, accurate, and readily retrievable for inspection.

12. References

- Local, state, and federal alcohol regulations
- Company alcohol handling and safety policies
- Manufacturer storage and handling guidelines

13. Revision History

Date	Revision	Summary of Changes	Approved By