

SOP Template: Inspection and Sorting of Merchandise for Tagging

This SOP details the **inspection and sorting of merchandise for tagging**, covering procedures for examining product quality, categorizing items based on predefined criteria, identifying defects or damages, and organizing merchandise efficiently to ensure accurate tagging. The goal is to maintain high standards of product presentation and ensure precise inventory tracking through systematic inspection and sorting processes.

1. Purpose

To outline standardized procedures for inspecting and sorting merchandise prior to tagging in order to maintain product quality, accurate tagging, and inventory records.

2. Scope

This SOP applies to all staff responsible for receiving, inspecting, and preparing merchandise for tagging and inventory processes.

3. Responsibilities

- **Receiving Staff:** Unload and initially check merchandise.
- **Inspection Team:** Conduct detailed quality inspections and sort items.
- **Supervisors:** Oversee process compliance and address escalated issues.

4. Definitions

Term	Definition
Inspection	Examining merchandise for compliance with standards and identifying defects.
Sorting	Categorizing merchandise by type, size, quality, or other criteria.
Tagging	Labeling merchandise with inventory or price tags following successful inspection.

5. Procedure

- 1. Receiving Merchandise**
 - Record delivery details in inventory system.
 - Visually inspect outer packaging for signs of damage.
 - Transport merchandise to designated inspection area.
- 2. Inspection**
 - Open packaging carefully to avoid product damage.
 - Examine each item for:
 - Physical damages (tears, cracks, dents, etc.)
 - Missing parts or accessories
 - Correct product labeling and quantities
 - Adherence to specification and standards
- 3. Sorting**
 - Separate items according to predefined criteria (quality, size, type, etc.).
 - Identify and isolate defective or non-conforming items.
- 4. Documentation**
 - Record findings from inspection and sorting in the inspection log.
 - Report discrepancies or damages to the supervisor for further action.
- 5. Organization for Tagging**
 - Arrange accepted merchandise neatly by category for efficient tagging.
 - Ensure rejected/defective items are clearly labeled and moved to designated area.

6. Documentation

- Inspection log sheets
- Inventory records
- Incident/damage reports (as applicable)

7. References

- Company Inventory Management Policy
- Quality Control Guidelines

8. Revision History

Version	Date	Description	Author
1.0	2024-06-02	Initial SOP release	[Your Name]