

# Standard Operating Procedure (SOP): Product Stocking and Shelf Arrangement Standards

## 1. Purpose

This SOP defines the **product stocking and shelf arrangement standards**, focusing on the systematic organization of inventory, optimal shelf placement for accessibility, adherence to FIFO (First In, First Out) principles, stock rotation, clear labeling, and maintaining cleanliness and orderliness. The goal is to enhance product visibility, ensure efficient stock management, minimize product damage, and improve customer experience through consistent and standardized shelf arrangement practices.

## 2. Scope

This SOP applies to all personnel responsible for stocking, organizing, and maintaining product displays in the store.

## 3. Responsibilities

- **Store Associates:** Execute stocking and shelf arrangement according to this SOP.
- **Supervisors/Managers:** Monitor compliance, provide training, and address non-conformance.

## 4. Procedures

1. **Receiving and Inspection of Stock:**
  - Check all incoming products for damage and verify quantities against delivery notes.
  - Report any discrepancies immediately.
2. **Stock Organization and Placement:**
  - Arrange products by category, brand, and size for ease of identification.
  - Heavy or bulky items should be placed on lower shelves.
  - Frequently purchased items should be placed at eye level for maximum visibility.
3. **FIFO and Stock Rotation:**
  - Follow FIFO: Older stock should always be placed in front, and newer stock at the back.
  - Rotate products daily to minimize expiration risks.
4. **Labeling:**
  - Ensure all products are clearly labeled with price tags, product descriptions, and barcodes.
  - Replace or update faded/missing labels promptly.
5. **Cleanliness and Orderliness:**
  - Clean shelves and remove empty boxes, trash, or disorganized products regularly.
  - Maintain uncluttered and tidy aisles at all times.
6. **Restocking:**
  - Monitor stock levels during operating hours to refill shelves when necessary.
  - Do not overfill shelves; ensure proper facing and spacing between products.

## 5. Shelf Arrangement Checklist

Task	Frequency	Responsible
Inspect and receive stock	On delivery	Store Associate
Arrange by category/brand/size	Daily	Store Associate
Rotate stock (FIFO)	Daily	Store Associate
Check and update labels	Weekly	Store Associate
Clean shelves and aisles	Daily/As needed	Store Associate

## 6. Records and Documentation

- Keep records of stock receipt, shelf arrangement checks, and rotation logs for audit purposes.

## 7. Review and Compliance

- Managers should review shelf arrangement standards during routine inspections.
- Non-compliance should be documented and addressed with corrective actions and staff training.

## 8. Revision History

- **Date:** [Insert Date]
- **Revised by:** [Insert Name]
- **Summary of changes:** [Insert details]