SOP: Shelving, Sorting, and Reshelving Protocols

This SOP details the **shelving, sorting, and reshelving protocols** to ensure efficient organization and maintenance of materials. It covers guidelines for accurate sorting of items based on category and condition, proper shelving techniques to maximize space and accessibility, and systematic reshelving procedures to maintain order and facilitate quick retrieval. The protocol aims to enhance inventory management, reduce errors, and improve workflow within the storage or retail environment.

1. Purpose

To provide clear guidelines for sorting, shelving, and reshelving materials to ensure efficient organization and accessibility.

2. Scope

This SOP applies to all personnel responsible for handling inventory or stock in the *storage or retail environment*.

3. Definitions

Term	Definition
Shelving	Placing items onto designated shelves according to established guidelines.
Sorting	Arranging items by category, condition, or other criteria prior to shelving.
Reshelving	Returning handled/removed items to their correct locations on the shelves.

4. Responsibilities

- **Staff:** Follow all procedures for sorting, shelving, and reshelving items.
- **Supervisors:** Provide training, monitor compliance, and address discrepancies.

5. Procedure

5.1 Sorting

- Inspect incoming materials for damage and cleanliness.
- Sort items by **category**, **condition**, and **destination** (e.g., shelf, repair, disposal).
- Label and document sorted items as required by inventory system.

5.2 Shelving

- Ensure shelves are clean, organized, and unobstructed before shelving new items.
- Shelve items based on predefined system (e.g., alphabetical, numerical, by section or SKU).
- Heavier or larger items should be placed on lower shelves for safety and accessibility.
- Ensure item labels face outward for easy identification.
- Update inventory tracking system to reflect placement.

5.3 Reshelving

- Collect items that have been returned, used, or removed for any reason.
- Inspect items for damage or incorrect labeling before reshelving.
- Return items to their designated locations following shelving guidelines.
- Confirm inventory system reflects the returned items.

6. Safety and Quality Assurance

- Report damaged or missing items to supervisors immediately.
- Use proper lifting techniques and equipment when handling heavy items.

- Conduct regular audits to ensure adherence to protocols.

7. Documentation

Record all actions in the inventory management system and maintain documentation as per company policy.

8. Revision History

Date	Version	Description	Author
2024-06-XX	1.0	Initial SOP Release	[Your Name]