

# SOP Template: Stock Shelving and Organization Protocols

This SOP details **stock shelving and organization protocols**, focusing on efficient inventory arrangement, proper labeling, shelf allocation, regular stock checks, and maintaining cleanliness and safety standards. The aim is to optimize storage space, enhance accessibility, reduce stock damage, and improve overall inventory management for seamless operations.

## 1. Purpose

To establish standardized procedures for shelving, organizing, and maintaining stock in order to:

- Optimize storage efficiency
- Improve accessibility and retrieval
- Reduce risk of stock damage and loss
- Enhance workplace safety and cleanliness

## 2. Scope

This SOP applies to all personnel involved in inventory management, stock handling, and storage across all warehouse and storage areas.

## 3. Responsibilities

- **Inventory Staff:** Shelf and organize stock according to SOP.
- **Supervisors:** Monitor adherence, conduct periodic audits, and train staff as needed.
- **All Staff:** Maintain cleanliness, report damages, and notify of discrepancies.

## 4. Procedures

- 1. Receiving and Preparing Stock:**
  - Verify stock against delivery documents for accuracy and condition.
  - Remove packaging and inspect for damages before shelving.
- 2. Stock Arrangement and Shelving:**
  - Organize stock by category, SKU, or other logical system relevant to the business.
  - Place heavier items on lower shelves, lighter/fragile items on upper shelves.
  - Ensure aisles and access points remain clear and unobstructed.
- 3. Labeling and Shelf Allocation:**
  - Clearly label all shelves, bins, and stock items with product names, codes, and other necessary identifiers.
  - Assign dedicated locations to frequently used or fast-moving items for quick access.
- 4. Stock Rotation and Checks:**
  - Utilize First-In-First-Out (FIFO) or relevant inventory rotation method.
  - Schedule and conduct regular stock level audits and visual inspections.
  - Record and report discrepancies, damages, or expired stock immediately.
- 5. Cleanliness and Safety Standards:**
  - Keep shelving and surrounding areas free from clutter, dust, spills, and obstructions.
  - Comply with safety protocols, e.g., correct stacking height, secure heavy/bulky items, maintain clear fire exits.
- 6. Documentation:**
  - Update stock records upon every stock movement (receiving, shelving, picking, removal).
  - Maintain audit logs and organization maps as needed.

## 5. Documentation & Records

Document/Form	Description	Retention Period
Stock Receipt Log	Record of all incoming stock and received quantities	2 years
Shelving Allocation Map	Diagram/layout of shelving assignments	Update as needed
Stock Check/Audit Form	Records from periodic stock checks and discrepancies	2 years

Incident Report	Report of damages, safety issues, or stock loss	2 years or per company policy
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## 6. Review & Revision

This SOP shall be reviewed annually or as necessary to incorporate process improvements or changes to operational requirements.

## 7. References

- Company Inventory Management Policy
- Warehouse Safety Guidelines
- Relevant Industry Standards