

Standard Operating Procedure (SOP): Documentation and Logging of Damaged Items

This SOP details the **documentation and logging of damaged items**, specifying the process for accurately recording the SKU, quantity, date, and cause of damage. It aims to ensure consistent tracking and accountability of damaged inventory to aid in inventory management, loss prevention, and effective reporting for quality control and operational improvements.

1. Scope

This procedure applies to all warehouse staff, inventory managers, and relevant personnel responsible for handling, overseeing, and reporting damaged inventory items.

2. Responsibilities

- **Warehouse Staff:** Identify and report damaged items immediately upon discovery.
- **Inventory Manager:** Review, approve, and reconcile records of damaged inventory.
- **Quality Control:** Analyze causes and suggest preventive measures for recurring damage.

3. Procedure

1. **Identification of Damaged Items**
 - Visually inspect items during receiving, picking, packing, or regular stock counts.
 - Set aside any item found to be damaged to a designated damaged goods area.
2. **Data Collection**
 - Assign a staff member to document each damaged item using the **Damaged Items Log Sheet** (paper or digital form).
 - Record the following information for each item:
 - **SKU (Stock Keeping Unit):** Unique identifier for the item.
 - **Quantity:** Number of items damaged.
 - **Date:** Date damage was identified.
 - **Cause of Damage:** Brief description or code (e.g., handling, transit, equipment failure, expiration, etc.).
3. **Logging and Documentation**
 - Enter all information into the Damaged Items Log (example provided below).
 - If using digital inventory systems, update records accordingly and attach photographic evidence if possible.
4. **Review and Approval**
 - Inventory Manager reviews new log entries weekly and signs off on completed documentation.
5. **Reporting**
 - Submit monthly summary reports on damaged items to Quality Control and upper management.

4. Damaged Items Log Sheet Example

SKU	Quantity	Date	Cause of Damage	Reported By	Photo (optional)
ABC12345	3	2024-06-10	Dropped during handling	John Doe	img_12345.jpg
XYZ67890	1	2024-06-12	Expired	Jane Smith	img_67890.jpg

5. Document Control

- **Version:** 1.0
- **Date Effective:** 2024-06-15
- **Review Date:** 2025-06-15
- **Approved by:** Inventory Manager