

# Standard Operating Procedure (SOP): Instrument Storage and Inventory Management

This SOP details **instrument storage and inventory management**, covering proper labeling, categorization, and secure storage of instruments, routine inventory checks, maintenance schedules, documentation protocols, and procedures for issuing and returning equipment. The goal is to ensure accurate tracking, prevent loss or damage, and maintain operational efficiency through standardized management of all instruments.

## 1. Purpose

To establish standardized procedures for storing, categorizing, tracking, and maintaining instruments to ensure their reliability, security, and operational readiness.

## 2. Scope

This SOP applies to all personnel responsible for the management and handling of instruments within the facility.

## 3. Responsibilities

- **Inventory Manager:** Oversees inventory records and ensures SOP compliance.
- **Authorized Users:** Follow proper procedures for issuing and returning instruments.
- **Maintenance Personnel:** Conduct scheduled maintenance and report any issues.

## 4. Procedures

### 4.1 Instrument Labeling and Categorization

1. Assign a unique identification number (UID) to each instrument.
2. Label each instrument clearly with its UID, name, and category using a durable label resistant to wear and cleaning.
3. Maintain an up-to-date inventory list with the following details:
  - UID
  - Instrument Name
  - Category/Type
  - Location
  - Date of Entry
  - Condition Status

### 4.2 Secure Storage of Instruments

1. Store instruments in designated, secure areas appropriate for their type (e.g., locked cabinets, climate-controlled rooms).
2. Arrange instruments by category and usage frequency for efficient access.
3. Ensure that storage areas are clearly labeled and access is restricted to authorized personnel.

### 4.3 Routine Inventory Checks

1. Conduct full inventory audits at least quarterly.
2. Perform spot checks monthly to verify the presence and status of high-value or critical instruments.
3. Document findings and report discrepancies immediately.

### 4.4 Maintenance Schedules

1. Develop and maintain a maintenance schedule for all instruments as per manufacturer recommendations.
2. Record all maintenance activities, including date, action taken, and personnel involved.
3. Tag any instrument that is out-of-service for maintenance with a visible indicator.

### 4.5 Documentation Protocols

1. Update inventory records promptly after issuing, returning, adding, or removing instruments.
2. Use physical or digital inventory management tools to ensure all changes are traceable.
3. Retain all inventory and maintenance records for a minimum of three years.

### 4.6 Issuing and Returning Equipment Procedures

1. Record the date, user, UID, and intended use before issuing instruments.
2. Verify the condition of instruments upon return and update records accordingly.
3. Report any loss, damage, or malfunction immediately to the Inventory Manager and document the incident.

## 5. Documentation and Forms

Form Name	Purpose
Instrument Inventory Log	Tracks all instruments, details, and status changes.
Issue/Return Register	Records all transactions involving instruments issued or returned.
Maintenance Record Sheet	Logs all maintenance and servicing activities.
Incident Report Form	Documents any reported loss, damage, or malfunction.

## 6. Review and Compliance

1. Review this SOP annually or as needed to ensure effectiveness and compliance with regulatory requirements.
2. Conduct periodic training for relevant staff on inventory procedures and updates.

## 7. References

- Manufacturer guidelines and manuals
- Internal inventory management protocols
- Relevant regulatory standards

## 8. Revision History

Revision Date	Description of Change	Approved by
[Date]	Initial release	[Name/Title]