

SOP: Documentation and Tracking of Tagged Inventory

This SOP details the **documentation and tracking of tagged inventory**, encompassing procedures for assigning unique identification tags, recording detailed inventory information, maintaining accurate and up-to-date tracking logs, managing inventory movement and status updates, and ensuring audit readiness. The goal is to enhance inventory accuracy, prevent loss, and streamline inventory management by employing systematic documentation and reliable tracking methods.

1. Purpose

To establish standardized procedures for documenting and tracking inventory items using unique identification tags, to ensure inventory accuracy and audit readiness.

2. Scope

This SOP applies to all staff involved in the management, storage, and movement of tagged inventory within [Company/Department Name].

3. Responsibilities

- **Inventory Manager:** Oversees implementation and compliance with the SOP.
- **Warehouse/Stock Staff:** Execute tagging, documentation, and tracking procedures.
- **Auditors:** Periodically review inventory records and logs.

4. Definitions

- **Tag:** A unique identifier (barcode, RFID, etc.) attached to an inventory item.
- **Inventory Log:** Record-keeping system (physical or digital) for tracking inventory details and movement.

5. Procedures

5.1 Assigning Unique Identification Tags

- Affix a unique tag (barcode/RFID/serial number) to each inventory item upon receipt.
- Ensure tag is securely attached and legible.

5.2 Recording Detailed Inventory Information

- Enter the following into the inventory log for each item:
 - Tag ID
 - Description
 - Quantity
 - Location
 - Date received
 - Status (e.g., in stock, in use, under repair, disposed)

5.3 Maintaining Tracking Logs

- Update tracking log promptly for all inventory additions, movements, or removals.
- Ensure data accuracy by regular verification (e.g., weekly or monthly physical counts).

5.4 Managing Inventory Movement and Status Updates

- Document every instance of inventory movement (transfer, check-out, disposal) using the tag ID.
- Update inventory status as necessary (e.g., checked out, inactive, pending repair).

5.5 Audit Readiness

- Retain inventory records for at least [X] years or as per company policy.
- Organize logs for easy accessibility during internal/external audits.

6. Documentation Template Example

Tag ID	Description	Quantity	Location	Date Received	Status	Last Updated By	Remarks
INV-001234	Laptop, Dell XPS 13	1	IT Room A	2024-03-19	In Stock	Jane Doe	
INV-001235	Router, Cisco XYZ	2	Network Closet 1	2024-01-05	In Use	John Smith	Deployed to office network

7. Record Retention

- Maintain all inventory documentation logs for [X] years.
- Backup digital records regularly and store physical documents in a secure location.

8. Revision History

Version	Date	Description of Change	Author
1.0	2024-06-20	Initial Version	Inventory Team