

# Standard Operating Procedure (SOP)

## Ingredient Preparation and Stock Replenishment

### Purpose

This SOP details the process for **ingredient preparation and stock replenishment**, covering the proper handling, measurement, and mixing of ingredients to ensure consistency and quality in production. It also includes guidelines for monitoring inventory levels, timely ordering, and storage practices to maintain sufficient stock and minimize waste, thereby supporting efficient and continuous operations in the facility.

### Scope

This SOP applies to all personnel involved in ingredient preparation and inventory management in the production facility.

### Responsibilities

- Production Staff:** Properly prepare and handle ingredients as per guidelines.
- Inventory Controller:** Monitor inventory levels, conduct stock checks, and place orders as needed.
- Supervisors:** Ensure staff adherence to SOP and address discrepancies.

### Procedure

- Ingredient Preparation:**
  - Wash hands and sanitize work surfaces before handling ingredients.
  - Verify and collect required ingredients as per recipe or batch sheet.
  - Inspect ingredients for freshness and quality; discard any substandard items.
  - Measure ingredients accurately using calibrated equipment (scales, measuring cups, etc.).
  - Mix or process ingredients following the specified procedure to ensure uniformity.
  - Label prepared mixtures with date and time; store as per designated requirements (temperature, humidity, etc.).
- Stock Replenishment:**
  - Track inventory daily or as scheduled using inventory management tools or forms.
  - Identify items approaching minimum stock levels (refer to the recommended threshold table below).
  - Generate and submit purchase requisitions for required ingredients in a timely manner.
  - Upon receipt, inspect goods for accuracy and quality before accepting into inventory.
  - Store new stock immediately, following the "First-In, First-Out" (FIFO) method.
  - Record all stock movements accurately.

### Recommended Stock Thresholds

Ingredient	Minimum Stock Level	Storage Guidelines
Flour	20 kg	Keep in dry, sealed container at room temperature.
Sugar	15 kg	Store in airtight bins away from moisture.
Yeast	2 kg	Refrigerate once opened; keep sealed.
Salt	5 kg	Store in dry, cool location.

### Safety and Hygiene

- Wear protective clothing (aprons, gloves, hairnets) during preparation.
- Clean and sanitize all tools, containers, and surfaces after use.
- Dispose of expired or contaminated stock according to facility policies.

### Documentation

- Maintain batch preparation records, inventory logs, and order receipts for auditing.
- Report discrepancies or damages immediately to supervisors.

## Revision History

Version	Date	Description	Author
1.0	2024-06-01	Initial release	QA Department