

SOP: Inventory Count and Waste Log Completion

This SOP details the process for **inventory count and waste log completion**, including systematic inventory tracking, accurate item counting, recording discrepancies, documenting waste generation, and maintaining waste logs. The procedure ensures accurate stock management, minimizes loss, and supports regulatory compliance by providing a clear record of inventory levels and waste disposal activities.

1. Purpose

To ensure accurate inventory records, proper documentation of waste, and compliance with relevant regulations.

2. Scope

This SOP applies to all staff involved in inventory management and waste logging within the organization.

3. Responsibilities

- **Inventory Staff:** Perform item counts, record data, and note discrepancies.
- **Supervisors/Managers:** Review inventory and waste logs, investigate discrepancies, and authorize waste disposal.

4. Procedure

1. **Prepare Inventory Count**
 - Obtain the latest inventory records and required counting tools (e.g., forms, scanners).
 - Appoint staff and assign inventory counting areas.
2. **Conduct Physical Inventory Count**
 - Count each item as per the assigned area.
 - Record the quantity observed on the inventory form or digital system.
3. **Identify and Record Discrepancies**
 - Compare counted numbers with inventory records.
 - Document any discrepancies found and report to supervisor.
4. **Document Waste Generation**
 - Identify items to be marked as waste (expired, damaged, obsolete, etc.).
 - Record details in the waste log (item, quantity, reason for waste, date).
5. **Update Records and Maintain Logs**
 - Update inventory levels in the master log or system.
 - Ensure the waste log is complete and filed appropriately.
6. **Review and Sign-Off**
 - Supervisors review completed forms/logs, resolve any issues, and sign off.

5. Documentation

Record	Description	Retention Period
Inventory Count Sheet/Form	Records actual quantity of inventory items during count.	2 years
Discrepancy Report	Documents inventory count differences for investigation.	2 years
Waste Log	Records all items disposed of, including reason and manner of disposal.	2 years

6. Review

This SOP will be reviewed annually and updated as necessary to ensure continued compliance and effectiveness.

7. References

- Company Inventory Management Policy
- Applicable Local/State Regulatory Requirements

8. Appendix - Sample Waste Log

Date	Item	Quantity	Reason	Disposed By	Supervisor Sign-off
2024-06-15	Expired Milk (1L)	5	Expired	J. Smith	A. Johnson