SOP Template: Guidelines for Emergency Restocking

This SOP provides comprehensive **guidelines for emergency restocking**, detailing the procedures for assessing inventory levels, identifying critical supplies, coordinating with suppliers, and managing expedited orders. It ensures timely replenishment of essential items during emergencies to maintain operational continuity, minimize downtime, and support effective response efforts.

1. Purpose

To outline the procedures and responsibilities required to effectively restock critical supplies during emergencies, ensuring timely replenishment to support uninterrupted operations.

2. Scope

This SOP applies to all staff members involved in inventory management, procurement, and supply chain coordination during emergency scenarios.

3. Responsibilities

- **Inventory Manager:** Monitors inventory levels and triggers emergency restocking.
- **Procurement Team:** Coordinates with suppliers and places expedited orders.
- **Receiving Staff:** Verifies receipt of emergency supplies and updates records.
- **Department Heads:** Communicate critical supply needs to the Inventory Manager.

4. Procedure

1. **Assess Inventory & Identify Critical Supplies**
   - Review current inventory levels using automated systems or manual counts.
   - Identify critical supplies required for uninterrupted operation.
   - Prioritize items based on urgency and consumption rate.
2. **Initiate Emergency Restocking Request**
   - Document shortages and communicate needs to the Procurement Team.
   - Complete an Emergency Restocking Request Form (see Appendix A).
3. **Supplier Coordination & Expedited Ordering**
   - Contact approved suppliers for availability and delivery timelines.
   - Negotiate expedited shipping if necessary.
   - Place orders and obtain confirmation.
4. **Receiving & Verification**
   - Upon delivery, verify quantities and quality against order.
   - Update inventory records promptly.
   - Report discrepancies immediately to Inventory Manager and Procurement Team.
5. **Post-Emergency Review**
   - Assess restocking process effectiveness and update SOP as needed.
   - Document lessons learned for continuous improvement.

5. Documentation

- Emergency Restocking Request Form
- Inventory Logs
- Supplier Communication Records
- Receiving Reports

Appendix A: Emergency Restocking Request Form (Sample)

Item Name	Current Stock	Reorder Quantity	Urgency Level	Requested By	Date

6. Revision History

Version	Date	Description	Approved By
1.0	2024-06-30	Initial release	