

# Standard Operating Procedure (SOP): Inventory Receiving and Stock Management

This SOP details the **inventory receiving and stock management** processes, including procedures for verifying incoming shipments, inspecting goods for quality and accuracy, documenting received inventory, organizing stock storage efficiently, monitoring stock levels, conducting regular stock audits, and managing stock discrepancies. The goal is to maintain accurate inventory records, optimize stock availability, prevent stockouts or overstocking, and ensure smooth operational workflows.

## 1. Purpose

To outline standardized procedures for receiving inventory and managing stock, ensuring inventory accuracy, availability, and operational efficiency.

## 2. Scope

This SOP applies to all personnel involved in inventory receiving, storage, and stock management processes within the organization.

## 3. Responsibilities

- **Receiving Staff:** Receive, verify, and inspect shipments.
- **Inventory/Stock Manager:** Oversee inventory documentation, storage, monitoring, audits, and resolve discrepancies.
- **Warehouse Staff:** Organize and manage storage of inventory.

## 4. Procedure

Step	Description
4.1	<b>Receiving Shipments:</b> <ul style="list-style-type: none"><li>- Check shipment schedule/delivery note.</li><li>- Receive items at designated area.</li></ul>
4.2	<b>Verification and Inspection:</b> <ul style="list-style-type: none"><li>- Verify incoming items against purchase orders and packing lists.</li><li>- Inspect goods for damages, defects, and quantity accuracy.</li><li>- Report any discrepancies or damages immediately.</li></ul>
4.3	<b>Documentation:</b> <ul style="list-style-type: none"><li>- Record received items in the inventory management system.</li><li>- Update stock records with relevant batch/serial numbers and expiry dates if applicable.</li><li>- File delivery documents appropriately.</li></ul>
4.4	<b>Organizing Storage:</b> <ul style="list-style-type: none"><li>- Allocate storage locations based on product type and standards.</li><li>- Ensure proper labeling and legible signage.</li><li>- Follow FIFO (First-In, First-Out) or FEFO (First-Expiry, First-Out) if required.</li></ul>
4.5	<b>Stock Level Monitoring:</b> <ul style="list-style-type: none"><li>- Regularly review stock levels in the inventory system.</li><li>- Set reorder points and monitor stock to prevent shortfalls or excesses.</li><li>- Alert purchasing for replenishment as necessary.</li></ul>
4.6	<b>Stock Audits:</b> <ul style="list-style-type: none"><li>- Conduct periodic physical stock counts.</li><li>- Compare physical counts to system records.</li><li>- Document and investigate variances.</li></ul>

4.7	<b>Discrepancy Management:</b> <ul style="list-style-type: none"><li>- Record and analyze stock discrepancies.</li><li>- Implement corrective actions (e.g., recount, staff training, supplier communication).</li><li>- Adjust stock records if necessary, with proper authorization.</li></ul>
-----	--

## 5. Documentation and Records

- Goods Received Notes (GRN) or Delivery Receipts
- Inspection Reports
- Inventory System Entries and Logs
- Stock Audit Logs
- Discrepancy Reports

## 6. Review and Continuous Improvement

- Review and update this SOP annually or as needed.
- Collect feedback from staff to improve efficiency and accuracy in inventory management.
- Implement best practices and corrective actions as identified.

## 7. References

- Organization Procurement Policy
- Inventory Management Software Manuals
- Relevant Regulatory Guidelines

## 8. Approval

Name/Title	Signature	Date
Inventory/Stock Manager		
General Manager		