

# Standard Operating Procedure (SOP): Stockroom and Back Office Organization Standards

This SOP establishes **stockroom and back office organization standards** to ensure efficient inventory management, streamlined workflow, and a safe working environment. It covers proper shelving and storage techniques, labeling and categorization of materials, regular cleaning and maintenance routines, access control protocols, documentation practices, and employee responsibilities. The goal is to optimize space utilization, reduce errors, and maintain a well-organized and functional stockroom and back office area.

## 1. Purpose

To provide clear guidelines and standards for organizing and maintaining the stockroom and back office areas.

## 2. Scope

This SOP applies to all employees involved in handling inventory, supplies, and equipment within the organization's stockroom and back office areas.

## 3. Responsibilities

- All employees must follow organization standards and report any non-conformity to their supervisor.
- Supervisors are responsible for training and ensuring compliance with this SOP.

## 4. Shelving and Storage Techniques

- Use designated shelving units, carts, and bins for different product categories.
- Store heavier items on lower shelves; lighter and smaller items on higher shelves.
- Keep aisles and emergency exits clear at all times.
- Follow First In, First Out (FIFO) for perishable or dated inventory.

## 5. Labeling and Categorization

- Clearly label all shelves, bins, and containers with item names and SKU numbers.
- Group similar items together and separate by type, size, or usage as appropriate.
- Maintain an updated inventory map/diagram for quick reference.

## 6. Cleaning and Maintenance

- Perform daily inspections to identify out-of-place items, spills, or hazards.
- Schedule weekly deep cleaning and dusting of shelves and work surfaces.
- Immediately report and address any facility damage or malfunctioning equipment.

## 7. Access Control

- Restrict stockroom and back office access to authorized personnel only.
- Ensure doors are locked when not in use and keys/access codes are secured.
- Log entry and exit times for all employees accessing secured areas if necessary.

## 8. Documentation and Record-Keeping

- Maintain accurate inventory logs and update them after each transaction.
- Document and file regular stock counts, discrepancies, and incident reports.
- Retain all documents for at least the period required by company policy or regulation.

## 9. Compliance and Auditing

- Conduct periodic audits to ensure adherence to this SOP.
- Address and correct any deficiencies immediately.

## 10. Revision History

Version	Date	Description
1.0	2024-06-14	Initial SOP release