

# SOP Template: Inventory Check and Restocking of Supplies and Ingredients

This SOP details the process for **inventory check and restocking of supplies and ingredients**, including systematic inventory counting, verification of stock levels, identification of low or depleted items, accurate recording of inventory data, and timely restocking procedures. The goal is to maintain optimal supply levels, prevent shortages, and ensure smooth operational workflow by implementing efficient inventory management and restocking strategies.

## 1. Purpose

To outline the standardized procedures for checking inventory, recording stock levels, identifying shortages, and replenishing supplies and ingredients to ensure uninterrupted operations.

## 2. Scope

This SOP applies to all staff responsible for inventory management, including storage, kitchen, and purchasing personnel.

## 3. Responsibilities

- **Inventory Staff:** Conduct inventory checks, record data, and report discrepancies.
- **Supervisors/Managers:** Review inventory records, approve restocking, and coordinate purchase orders.
- **Purchasing Department:** Process purchase orders and ensure timely delivery of supplies.

## 4. Procedure

### 1. Preparation

- Gather necessary inventory forms or use an inventory management system.
- Locate inventory lists for all relevant supplies and ingredients.
- Prepare any tools required (e.g., scales, scanners, pens).

### 2. Inventory Count

- Physically count each item in storage areas.
- For opened packages, estimate amounts as accurately as possible.
- Record counts on inventory sheets or input directly into system.

### 3. Verification & Reconciliation

- Compare physical count to recorded stock levels.
- Note discrepancies and investigate if necessary.

### 4. Identify Low or Depleted Items

- Flag any items below minimum stock thresholds.
- Highlight depleted or soon-to-be depleted supplies for urgent restocking.

### 5. Recording Data

- Ensure all counted data is clearly and accurately recorded.
- Update inventory system or logs with current stock levels.

### 6. Restocking Procedure

- Prepare a restocking list based on identified needs.
- Submit request to purchasing or immediately restock from internal reserves if available.
- Confirm all received items are correct and update inventory records accordingly.

## 5. Documentation

- Maintain up-to-date inventory records and restocking logs for all supplies and ingredients.
- File discrepancy reports and purchase order confirmations as required.

## 6. Frequency

- Conduct full inventory checks **weekly** (or as required by operational needs).
- Conduct spot checks for high-usage or critical items **daily** or **before each shift**.

## 7. Inventory Record Template (Sample)

Item Name	Item Code	Current Stock	Minimum Level	Restock Needed	Date Checked	Checked By
Example Ingredient	ING-001	5 kg	10 kg	Yes	2024-06-15	J. Smith

## 8. Review & Continuous Improvement

- Regularly review the effectiveness of inventory management procedures.
- Update SOP as needed to reflect process improvements and operational feedback.