SOP: Parts and Materials Requisition Process

This SOP details the **Parts and Materials Requisition Process**, encompassing the steps for requesting, approving, and tracking parts and materials needed for operations. It includes guidelines for submitting requisition forms, verification and authorization procedures, inventory checks, procurement coordination, and documentation requirements. The procedure aims to streamline material acquisition, minimize delays, ensure adequate inventory levels, and maintain clear records for accountability and cost control.

1. Purpose

To establish clear procedures for the requisition of parts and materials, ensuring timely availability, accurate documentation, and effective inventory management.

2. Scope

This procedure applies to all personnel involved in initiating, approving, processing, and tracking the requisition of parts and materials within the organization.

3. Roles and Responsibilities

Role	Responsibility
Requestor	Identifies required parts/materials and submits requisition form with appropriate details.
Supervisor/Manager	Reviews, verifies necessity, and authorizes the requisition request.
Inventory/Stores Personnel	Checks inventory levels, fulfills requests from stock if available, and updates records.
Procurement Team	Coordinates sourcing and purchasing for items not available in inventory.
Finance	Verifies budget availability and processes related financial documentation.

4. Procedure

1. **Initiate Requisition**
   - Requestor completes a Parts and Materials Requisition Form with item descriptions, quantities, codes (if applicable), and justification.
   - Form is submitted electronically or in hard copy to the supervisor/manager.
2. **Review and Authorization**
   - Supervisor/Manager reviews the request for accuracy, need, and completeness.
   - Approves or rejects the request, providing comments if rejected.
3. **Inventory Check**
   - Inventory/Stores personnel check existing stocks for requested items.
   - If in stock, items are issued and the inventory system is updated.
   - If out of stock, request is forwarded to the procurement team.
4. **Procurement Coordination**
   - Procurement team sources items as per the organization's purchasing policy.
   - Coordinates with finance for budget verification and vendor payment.
   - Confirms expected delivery timelines and updates requestor.
5. **Receipt and Documentation**
   - Received items are checked for quantity and quality.
   - Receiving documents are signed, and records are updated in the inventory system.
6. **Record Keeping**
   - All requisition forms, approval records, purchase orders, receipts, and inventory movements are filed and retained as required for audit and accountability purposes.

5. Documentation Requirements

- Parts and Materials Requisition Form

- Approval/Authorization Records
- Inventory Issue and Receipt Notes
- Purchase Orders and Supplier Invoices
- Inventory Transaction Logs

6. References

- Company Purchasing Policy
- Inventory Management Procedure

7. Revision History

Date	Revision	Description	Approved By
2024-06-15	1.0	Initial SOP release	Operations Manager