

Standard Operating Procedure (SOP)

Spare Parts Inventory Management and Requisition Procedure

This SOP details the **spare parts inventory management and requisition procedure**, covering the processes for accurate tracking, storage, and control of spare parts inventory. It includes guidelines for inventory monitoring, stock level optimization, requisition submission, approval workflows, supplier coordination, and timely replenishment to minimize downtime. The objective is to maintain an efficient spare parts inventory system that supports operational continuity and cost-effective maintenance management.

1. Purpose

To establish a systematic procedure for managing and requisitioning spare parts inventory, ensuring availability, control, and efficient utilization.

2. Scope

This procedure applies to all personnel involved in spare parts management, including inventory staff, maintenance teams, and procurement officers.

3. Responsibilities

- **Inventory Staff:** Tracking, receiving, and storing spare parts; performing routine stock checks.
- **Maintenance Team:** Submitting requisitions and reporting usage.
- **Procurement Officer:** Coordination with suppliers and order placements.
- **Department Head:** Approving requisitions and monitoring usage trends.

4. Procedure

1. **Inventory Monitoring**
 - Maintain an up-to-date inventory record for all spare parts using inventory management software or register.
 - Conduct monthly physical stock verification and reconcile discrepancies.
2. **Stock Level Optimization**
 - Identify and set minimum and maximum stock levels based on consumption trends and lead time.
 - Generate alerts for items reaching reorder levels.
3. **Requisition Submission**
 - Maintenance staff to complete a Spare Parts Requisition Form for required items, stating reason and urgency.
 - Submit form to departmental head for initial review.
4. **Approval Workflow**
 - Department head reviews and either approves or rejects the request based on inventory levels and maintenance needs.
 - Approved requisition forwarded to inventory staff for issuance.
5. **Issuance and Record Keeping**
 - Inventory staff issue spare parts and update inventory records to reflect the transaction.
 - Maintain a log of all issued parts for audit and reference.
6. **Replenishment and Supplier Coordination**
 - Procurement officer reviews inventory reports weekly to identify parts nearing minimum stock level.
 - Coordinate with approved suppliers to replenish stocks, ensuring timely delivery and quality compliance.
7. **Receiving and Inspection**
 - Inventory staff receive and inspect deliveries, verifying quantity and quality against the purchase order.
 - Update the inventory system accordingly.

5. Documentation

- Spare Parts Inventory Register/System
- Spare Parts Requisition Form
- Purchase Orders
- Receiving and Inspection Reports
- Issuance Log

6. Key Performance Indicators (KPIs)

- Stock-out frequency
- Inventory accuracy rate
- Average lead time for spare part replenishment
- Percentage of urgent requisitions fulfilled on time

7. Revision History

Revision	Date	Description of Change	Approved By
1.0	2024-06-10	Initial SOP release	Operations Manager