

SOP: Storage Organization and Supply Distribution Process

This SOP details the **storage organization and supply distribution process**, covering the systematic arrangement of inventory, proper labeling, efficient stock management, timely replenishment procedures, and streamlined distribution methods. The goal is to enhance operational efficiency, minimize stock discrepancies, ensure timely availability of supplies, and maintain an organized and accessible storage environment for all departments.

1. Purpose

To ensure efficient storage and distribution of supplies, maintain inventory accuracy, and facilitate timely replenishment to support uninterrupted operations across all departments.

2. Scope

This SOP applies to all personnel involved in inventory management, storekeeping, and supply distribution within the organization.

3. Responsibilities

- **Storekeeper/Inventory Coordinator:** Organize storage, maintain inventory records, and oversee distribution.
- **Department Heads:** Submit supply requests on time and ensure proper use.
- **Logistics/Support Staff:** Assist with physical movement and documentation of supplies.

4. Procedure

4.1 Storage Organization

- Designate and assign dedicated areas for each category of supplies.
- Arrange inventory systematically (e.g., by item type, frequency of use, or alphabetically).
- Utilize shelving, bins, or racks for efficient space use.
- Ensure all items are accessible without obstruction.

4.2 Proper Labeling

- Clearly label each bin/shelf with item name, code, and unit of measure.
- Use barcodes or QR codes where applicable for tracking and inventory checks.
- Update labels immediately after relocating or adding new items.

4.3 Efficient Stock Management

- Record all incoming and outgoing inventory in a dedicated inventory management system.
- Conduct cycle counts or physical inventory checks regularly (e.g., monthly or quarterly).
- Maintain safety stock levels for critical items.
- Document discrepancies and investigate causes promptly.

4.4 Timely Replenishment Procedures

- Monitor stock levels daily or as necessary.
- Establish minimum and maximum stock thresholds for each item.
- Generate purchase or requisition orders when stock reaches reorder levels.
- Track back-ordered items and follow up with vendors.

4.5 Streamlined Distribution Methods

- Process department supply requests through a standardized form or digital system.
- Pick and pack requested items, verifying against the request form.
- Record distribution details (item, quantity, recipient, date) in the inventory management system.
- Deliver supplies to requesting departments promptly and obtain recipient acknowledgment.

5. Documentation and Records

- Maintain inventory logs, supply request forms, and delivery records.
- Store all records for a minimum of three years or as per organizational policy.
- Conduct periodic audits of records for compliance and accuracy.

6. Safety and Housekeeping

- Keep aisles and exits free of obstructions.
- Ensure that hazardous or perishable items are stored according to safety guidelines.
- Perform routine cleaning of storage areas.

7. Review and Revision

- Review this SOP annually or upon significant process changes.
- Document revisions with dates and responsible personnel.

8. References

- Inventory Management Policy
- Health and Safety Guidelines
- Procurement SOP

9. Approval

Name	Title	Signature	Date