

SOP Template: Tagging and Tracking Items Taken into Dressing Rooms

This SOP outlines the procedures for **tagging and tracking items taken into dressing rooms**, including the assignment of unique tags to each item, logging details such as item description and time of entry, monitoring item movement within the dressing area, and ensuring accurate record-keeping. The purpose is to prevent loss or theft, maintain inventory control, and provide accountability for all items brought into and removed from dressing rooms.

1. Purpose

To establish clear and consistent procedures for tagging and tracking all items taken into dressing rooms to prevent loss or theft, maintain inventory accuracy, and ensure accountability.

2. Scope

This SOP applies to all staff members and customers involved in the process of handling merchandise in and out of dressing rooms.

3. Responsibilities

- **Sales Associates:** Responsible for tagging items and maintaining accurate entry/exit logs.
- **Dressing Room Attendants:** Monitor item movement, verify tags, and ensure compliance with procedures.
- **Supervisors/Managers:** Oversee process implementation and conduct periodic audits.

4. Procedure

1. **Preparation**
 - Ensure tagging materials (e.g., numbered tags, logbook or digital log, pens) are available at the dressing room entrance.
 - Verify that all staff are familiar with the tagging and logging process.
2. **Tagging Items**
 - Assign a unique tag (physical or barcode/QR code) to each item being taken into the dressing room.
 - Affix tags securely and visibly to each item.
3. **Logging Details**
 - Record the following details for each item in the logbook or digital system:
 - Item description (category, color, size)
 - Unique tag number
 - Customer name or identifier (optional)
 - Time of entry
 - Sales associate or attendant initials
4. **Monitoring and Tracking**
 - Monitor items as customers move in and out of the dressing area.
 - Periodically check that tag numbers and items match the log.
5. **Item Removal and Exit Logging**
 - Upon customer exit, collect tagged items and compare with entry log.
 - Update log with [removed]/[purchased]/[left in room] status, time of exit, and staff initials.
 - Investigate any discrepancies immediately and notify supervisor.
6. **Daily Review**
 - At the end of each shift, review logbook for completeness and unresolved issues.
 - Report inventory discrepancies to management as per protocol.

5. Logbook/Digital Log Template

Date	Item Description	Tag Number	Customer Name/ID	Time In	Time Out	Status	Associate Initials
2024-07-01	Blue Dress, M	105	Jane D.	14:05	14:22	Returned	AB

6. Compliance & Auditing

- Supervisors will conduct random audits of logs and inventory to ensure adherence to the SOP.
- Non-compliance may result in corrective action according to company policy.

7. Revision and Review

This SOP will be reviewed and updated annually or as needed to ensure effectiveness and compliance with security standards.