

# SOP Template: Handling Procedures for Damaged or Expired Goods

This SOP details **handling procedures for damaged or expired goods**, including identification, segregation, documentation, and proper disposal methods. It aims to prevent the distribution of unfit products, ensure compliance with regulatory standards, and maintain inventory accuracy. The procedure also covers employee responsibilities, reporting protocols, and regular audits to minimize waste and protect consumer safety.

## 1. Purpose

To establish standardized procedures for managing, documenting, and disposing of damaged or expired goods in order to maintain quality, safety, and compliance.

## 2. Scope

This procedure applies to all employees involved in receiving, storing, handling, and managing inventory, including management and quality assurance staff.

## 3. Responsibilities

- **Warehouse/Store Personnel:** Identify and report any damaged or expired goods immediately.
- **Supervisors/Managers:** Oversee handling, documentation, and authorize segregation and disposal.
- **Quality Assurance:** Periodically audit inventory for compliance.

## 4. Procedure

### 4.1 Identification

- Inspect goods upon receipt and regularly during storage.
- Mark clearly any items that are damaged or expired.
- Record findings in the inventory management system.

### 4.2 Segregation

- Immediately remove damaged or expired items from saleable inventory.
- Store in a designated, labeled area for non-conforming goods.

### 4.3 Documentation

- Complete a **Damaged/Expired Goods Report** with item details, quantity, date identified, and reason for segregation.
- Attach photographic evidence where applicable.
- Update inventory records to reflect changes.

### 4.4 Reporting

- Report all findings to the designated supervisor/manager within 24 hours.
- Sign and date all documentation. Maintain records for audit purposes.

### 4.5 Disposal

- Dispose of goods in accordance with company policy and local environmental regulations.
- Record method and date of disposal on relevant forms.
- Where possible, arrange for recycling or safe destruction.

### 4.6 Regular Audits

- Conduct periodic audits of inventory and segregation areas.
- Review documentation and compliance with procedures.
- Implement corrective actions as necessary.

## 5. Forms & Records

- Damaged/Expired Goods Report
- Inventory Adjustment Form
- Disposal Certificate/Receipt
- Audit Checklist

## 6. Revision History

Version	Date	Description	Approved By
1.0	2024-06-20	Initial issue	QA Manager