

# Standard Operating Procedure (SOP)

## Inventory Management for Tools and Spare Parts

This SOP details **inventory management for tools and spare parts**, covering procedures for accurate tracking, storage, and maintenance of inventory items. It includes guidelines for recording tool and spare part usage, regular stock audits, reorder point establishment, supplier coordination, and documentation standards to prevent shortages and overstocking. The goal is to ensure efficient inventory control, minimize downtime, and support operational continuity through systematic management practices.

### 1. Purpose

To establish a standardized process for managing inventory of tools and spare parts to ensure availability, reduce losses, and maintain operational efficiency.

### 2. Scope

This SOP applies to all staff involved in handling, tracking, and maintaining stock of tools and spare parts within the organization.

### 3. Responsibilities

- **Inventory Manager:** Oversees all inventory activities, ensures implementation of this SOP.
- **Store Personnel:** Handles day-to-day inventory operations, documentation, and reporting.
- **Technicians/End-users:** Record the issuance and return of tools or spare parts.

### 4. Procedures

1. **Receiving Inventory**
  - Inspect all incoming tools and spare parts for quantity and quality upon arrival.
  - Record items in the inventory management system immediately.
  - Assign unique identification numbers where applicable.
2. **Storage**
  - Store items in designated, labeled areas/shelves for easy identification and access.
  - Ensure proper environmental controls to prevent damage or deterioration.
3. **Issuance & Return**
  - Document all issued and returned tools/spare parts with date, employee name, item code, and purpose.
  - Track consumption/usage trends for planning and analysis.
4. **Stock Audits**
  - Conduct periodic (monthly or quarterly) physical counts and reconcile with system records.
  - Investigate discrepancies and document findings.
5. **Reorder Point Management**
  - Establish minimum stock levels (reorder points) for each item based on usage patterns and lead time.
  - Initiate reordering when stocks reach reorder point.
6. **Supplier Coordination**
  - Maintain a list of approved suppliers for each critical tool or spare part.
  - Ensure timely follow-up on orders to avoid stockouts.

### 5. Documentation & Records

- Maintain up-to-date records of all inventory transactions (receipts, issues, returns, audits).
- Archive supplier invoices, purchase orders, and stock adjustment reports.
- Utilize inventory management software where possible.

### 6. Compliance & Review

- Ensure adherence to this SOP through periodic internal audits.
- Review and update the SOP annually or as required.

## 7. Revision History

Date	Version	Description	Approved By
2024-06-10	1.0	Initial document creation	Inventory Manager