

SOP Template: Materials and Parts Requisition Protocols

Purpose: This SOP details **materials and parts requisition protocols**, encompassing the standardized process for requesting necessary materials and parts, authorization requirements, documentation procedures, inventory checks, vendor communication, and tracking of requisition requests. The aim is to streamline procurement, minimize delays, ensure inventory accuracy, and maintain efficient supply chain operations.

1. Scope

This SOP applies to all personnel involved in requesting, approving, processing, and fulfilling material and parts requisitions within [Department/Organization].

2. Responsibilities

- **Requestor:** Initiates requisition, provides item details.
- **Department Supervisor/Manager:** Authorizes requisition and reviews justification.
- **Inventory/Procurement Personnel:** Verifies availability, processes order, updates records.
- **Vendor Liaison/Buyer:** Communicates with suppliers, places orders as required.

3. Process Flow

1. **Identify Requirement:**
 - Determine need for material or part based on project, maintenance, or inventory levels.
2. **Check Inventory:**
 - Inventory personnel checks stock levels to confirm if item is available in-house.
3. **Complete Requisition Form:**
 - Requestor fills out the Materials and Parts Requisition Form with all required details (item description, quantity, required date, project code, etc.).
4. **Authorization:**
 - Supervisor/Manager reviews and approves the requisition for accuracy and necessity.
5. **Documentation and Records:**
 - All requisition forms are logged and assigned a unique reference number for tracking.
6. **Procurement & Order Placement:**
 - If item not in stock, procurement contacts approved vendors, obtains quotes, and places order.
7. **Receipt & Confirmation:**
 - Upon delivery, items are inspected, received in inventory system, and requestor is notified for collection or use.
8. **Requisition Closure:**
 - Requisition status is updated, records are filed, and procurement metrics are tracked for future review.

4. Documentation

Document	Description	Retention Period
Materials and Parts Requisition Form	Details of requested materials/parts, quantity, justification, and approvals	3 years
Inventory Logs	Stock levels, item movements, receipts, and issues	5 years
Purchase Orders	Records of orders placed with vendors	5 years
Receiving Reports	Verification of items received	3 years

5. Vendor Communication Protocol

- Communicate only with approved vendors listed in the vendor register.
- Obtain multiple quotes when required by purchasing thresholds.
- Maintain documentation of all correspondence, quotes, and order confirmations.

- Update procurement records with order and delivery details.

6. Tracking & Reporting

- Track all requisitions by unique number in a centralized system (manual or electronic).
- Monitor order status from request to delivery and closure.
- Generate periodic reports to analyze requisition trends, supplier performance, and inventory turnover.

7. Revision & Review

- This SOP is reviewed annually or as required to reflect process improvements or changes in procurement policy.
- Feedback from end-users and stakeholders is collected for continuous process improvement.

8. References

- Procurement Policy Manual
- Inventory Management Guidelines
- Approved Vendor List

9. Attachments

- Sample Materials and Parts Requisition Form (see Appendix A)
- Sample Purchase Order Template (see Appendix B)