

SOP: Proper Handling and Storage Procedures for All Items Received

This SOP details the **proper handling and storage procedures** for all items received, covering steps for safe unloading, inspection for damages, accurate documentation, appropriate labeling, and systematic storage to maintain item integrity, prevent contamination, and ensure easy retrieval. The goal is to optimize inventory management, reduce losses, and uphold safety standards throughout the process.

1. Purpose

To establish standardized procedures for the safe and efficient handling, inspection, documentation, labeling, and storage of all received items, ensuring integrity, traceability, and compliance with safety regulations.

2. Scope

This SOP applies to all personnel involved in the receipt, handling, and storage of items within the facility.

3. Responsibilities

- **Receiving Staff:** Unload, inspect, and document items upon arrival.
- **Warehouse Personnel:** Ensure proper labeling and storage according to protocol.
- **Inventory Manager:** Oversee compliance with this SOP and resolve discrepancies.

4. Procedures

1. **Safe Unloading**
 - Verify delivery documents before opening shipment.
 - Use appropriate equipment (e.g., forklifts) and wear correct PPE.
 - Unload items carefully to prevent damage.
2. **Inspection for Damages**
 - Check items for visible damage, missing parts, or possible contamination.
 - Segregate and report any damaged or suspect items to the supervisor immediately.
3. **Accurate Documentation**
 - Confirm received quantities against purchase orders and invoices.
 - Record all discrepancies or issues found during inspection.
 - Update inventory records promptly.
4. **Appropriate Labeling**
 - Label each item or container with relevant information (item code, description, date received, expiry date if applicable).
 - Use standardized, legible, and durable labels.
5. **Systematic Storage**
 - Store items in designated areas based on type (e.g., perishable, hazardous, general goods).
 - Follow FIFO (First-In, First-Out) or FEFO (First-Expired, First-Out) where appropriate.
 - Maintain clear aisles, control temperature/humidity where required, and prevent cross-contamination.
 - Update storage location records in the inventory system.

5. Documentation and Records

Record	Responsible Person	Retention Period
Receiving log/inventory system entry	Receiving Staff	3 years
Inspection checklist/forms	Receiving Staff	3 years
Discrepancy or damage reports	Inventory Manager	3 years

6. Safety and Compliance

- Follow all facility safety guidelines and use designated PPE at all times.
- Store hazardous materials as per regulatory requirements.
- Keep documentation accessible for internal and external audits.

7. Revision History

Version	Date	Changes	Approved By
1.0	2024-06-01	Initial issue	Operations Manager