

Standard Operating Procedure (SOP)

Designated Receiving Personnel Identification and Training

This SOP details the process for **designated receiving personnel identification and training**, including criteria for selecting qualified staff, required training modules on receiving protocols, documentation procedures, handling and inspection of incoming goods, safety and compliance guidelines, and continuous performance evaluation. The objective is to ensure that designated personnel are properly identified and thoroughly trained to manage receiving operations efficiently and in accordance with organizational standards.

1. Purpose

To define the procedure for selection, identification, training, and ongoing evaluation of designated receiving personnel.

2. Scope

Applicable to all employees involved in the receiving operations within the organization.

3. Responsibilities

- **Department Manager:** Selects personnel, ensures completion of training, and monitors ongoing performance.
- **Receiving Personnel:** Attend trainings, follow outlined procedures, and maintain accurate documentation.
- **HR/Training Coordinator:** Maintains training records and facilitates training sessions.

4. Procedure

1. Personnel Identification and Selection

- Department Manager reviews current staff against established criteria (see below) for the role.
- Potential candidates are shortlisted based on skills, experience, and reliability.
- Selected personnel are formally designated, and their information is documented.

2. Criteria for Selecting Qualified Staff

- Demonstrates attention to detail and accuracy.
- Has experience with inventory or related operations.
- Shows understanding of safety and compliance standards.
- Strong communication and documentation skills.

3. Training Requirements

- All designated personnel must complete training covering the following modules:
 - Receiving protocols and procedures
 - Proper documentation practices
 - Inspection and handling of incoming goods
 - Safety and compliance guidelines
 - Reporting and escalation processes
- Training records are maintained by HR/Training Coordinator.

4. Documentation Procedures

- Personnel sign attendance sheets and acknowledge training completion.
- All designations and training records are kept in the HR files.
- Receiving logs are completed and stored daily by designated personnel.

5. Handling and Inspection of Incoming Goods

- Inspect all incoming items against purchase orders and delivery notes.
- Document any discrepancies or damages according to protocol.

- Ensure safe handling techniques are used at all times.

6. **Safety and Compliance**

- Follow all safety procedures outlined in safety training.
- Use personal protective equipment (PPE) as required.
- Adhere to compliance rules for controlled, hazardous, or sensitive items.

7. **Continuous Performance Evaluation**

- Supervisors conduct regular performance reviews and spot checks.
- Feedback provided to each designated receiving personnel.
- Retraining scheduled as needed based on performance or updated procedures.

5. **Records and Documentation**

Record	Location	Retention Period
Personnel Designation Form	HR File	2 years after separation
Training Attendance Sheets	HR/Training Records	2 years
Receiving Logs	Receiving Office	1 year
Performance Review Documents	Departmental Records	2 years

6. **Revision History**

Date	Revision	Description	Approved By
2024-06-01	1.0	Initial version	_____