

SOP: Inventory Tracking and Material Handling

This SOP details **inventory tracking and material handling** procedures, covering accurate inventory documentation, stock monitoring, material storage protocols, safe handling practices, equipment usage, and regular audits. The objective is to maintain optimal inventory levels, ensure efficient material flow, reduce loss or damage, and promote workplace safety through standardized and systematic processes.

1. Purpose

To outline the procedures for effective inventory tracking and safe, efficient material handling throughout the facility.

2. Scope

This SOP applies to all staff involved in inventory management, storage, material movements, and related operations.

3. Responsibilities

- **Inventory Manager:** Oversee inventory tracking and ensure accuracy of records.
- **Warehouse Staff:** Adhere to handling, storage, and equipment procedures.
- **Supervisors:** Conduct regular audits and report discrepancies.

4. Procedure

4.1 Inventory Documentation

1. Record all incoming and outgoing stock in the inventory management system immediately.
2. Ensure all documentation includes item description, quantity, lot/batch numbers, and date.
3. Retain all receipts, packing slips, and transfer records on file.

4.2 Stock Monitoring

1. Monitor inventory levels daily or as specified by management.
2. Identify and report low stock or overstock situations promptly.
3. Utilize reorder points and safety stocks as configured in the system.

4.3 Material Storage Protocols

1. Store materials in designated, labeled locations to prevent mix-up and contamination.
2. Observe FIFO (First-In, First-Out) or FEFO (First-Expired, First-Out) as appropriate.
3. Maintain clean and organized storage areas; remove obstructions promptly.

4.4 Safe Handling Practices

1. Use proper lifting techniques and request assistance with heavy items.
2. Wear required PPE (Personal Protective Equipment).
3. Report damaged or unsafe materials and containers immediately to supervisors.

4.5 Equipment Usage

1. Operate forklifts, pallet jacks, and other equipment only if authorized and trained.
2. Inspect handling equipment before use; report defects for repair.
3. Return equipment to designated storage after use.

4.6 Regular Audits

1. Conduct scheduled physical inventory counts as per company policy (e.g., monthly, quarterly).
2. Document discrepancies between physical and recorded inventory.
3. Investigate and correct variances, escalating unresolved issues to management.

5. Records

Maintain accurate records of all inventory movements, audit results, equipment inspections, and corrective actions for a minimum of [x] years.

6. References

- Inventory Management Policy
- Material Safety Data Sheets (MSDS)
- Equipment Manufacturer Operating Manuals

7. Revision History

Date	Revision	Description	Approved By
[YYYY-MM-DD]	1.0	Initial version	[Name/Title]