SOP: Barcode/RFID Tagging and Scanning Procedures

This SOP details the **barcode and RFID tagging and scanning procedures**, including the proper methods for applying tags, ensuring accurate data capture, maintaining equipment functionality, and integrating scanning processes with inventory management systems. The objective is to enhance tracking accuracy, streamline inventory control, and improve overall operational efficiency through standardized tagging and scanning protocols.

1. Purpose

To establish standardized procedures for barcode and RFID tagging, scanning, and system integration to ensure accurate inventory tracking and efficient operations.

2. Scope

This SOP applies to all staff involved in inventory management, warehousing, and logistics where barcode or RFID technologies are used.

3. Responsibilities

- **Inventory Staff:** Correctly apply tags and perform scanning as per guidelines.
- **Supervisors:** Ensure compliance with tagging and scanning procedures.
- **IT/Support Team:** Maintain equipment and manage software integration.

4. Procedure

4.1. Barcode/RFID Tag Application

1. Verify the correct tag type (barcode or RFID) for the item.
2. Ensure the item surface is clean and dry before tag application.
3. Affix the tag to a visible, accessible, and standardized location on each item.
4. For RFID tags, avoid placement on metallic or liquid surfaces unless using special tags.
5. Inspect tags for legibility/damage and replace if necessary.

4.2. Scanning Protocol

1. Confirm scanner/RFID reader functionality before use (check battery, connectivity, software).
2. Position the scanner or reader directly over or near the tag (within recommended distance for RFID).
3. Ensure the device beeps or indicates a successful scan; re-scan if unsuccessful.
4. Verify captured data matches the physical item description.

4.3. Data Integration and Inventory Management

1. Ensure scanners/readers are synced to the inventory management system.
2. Immediately upload captured data to the system or manually upload if required.
3. Check for errors or discrepancies in the uploaded data (e.g., mismatches, duplicates).

4.4. Equipment Maintenance

1. Regularly clean and inspect scanners/readers.
2. Report malfunctions immediately to IT/support for repair/replacement.
3. Ensure software/firmware is up to date.

5. Documentation and Records

- Log all tagging and scanning activities in the inventory management system.
- Maintain equipment check and maintenance logs.
- Retain records of discrepancies and corrective actions taken.

6. Training

- All relevant personnel will be trained on proper tagging, scanning, and troubleshooting techniques.
- Refresher training will be conducted annually or as technology/procedures change.

7. Safety and Compliance

- Follow manufacturer safety guidelines for scanner and tag use.
- Report and document all equipment-related incidents and injuries.

8. Revision History

Version	Date	Description	Author
1.0	2024-06-XX	Initial SOP release	[Your Name]