

SOP: Procedures for Damaged or Expired Goods Handling

This SOP details the **procedures for damaged or expired goods handling**, encompassing the identification, segregation, documentation, and proper disposal or return of such products. It ensures compliance with safety and quality standards, minimizes inventory discrepancies, and prevents the distribution of unsuitable goods. The process includes employee responsibilities, reporting mechanisms, and regulatory adherence to maintain product integrity and protect consumer health.

1. Purpose

To outline standardized procedures for handling goods that are damaged or expired, ensuring compliance with applicable safety, quality, and legal requirements.

2. Scope

This SOP applies to all staff handling goods in inventory, storage, logistics, or sales within [Company/Department Name].

3. Responsibilities

| Role | Responsibility |
|----------------------|---|
| All Employees | Identify and report damaged or expired goods immediately. |
| Supervisors/Managers | Review reports, oversee segregation, documentation, and initiate disposal/return processes. |
| Quality Assurance | Ensure procedures are followed and retain records for audit purposes. |

4. Procedure

- Identification**
 - Visually inspect inventory during routine checks and upon receipt.
 - Check product expiry dates and condition for damage.
- Segregation**
 - Immediately remove damaged or expired goods from saleable stock.
 - Place items in clearly labeled, designated quarantine area.
- Documentation**
 - Record details: product name, batch/lot number, quantity, reason for segregation, date, and reporter's name.
 - Complete the required log or electronic inventory adjustment form.
- Reporting**
 - Notify supervisor or manager.
 - Submit completed documentation for review and approval.
- Disposal/Return**
 - Dispose of goods as per local regulations and internal policy (e.g., incineration, landfill, hazardous waste processing).
 - Return to supplier when eligible and follow supplier-specific procedures.
 - Document disposal/return actions and retain supporting evidence (e.g., receipts, photographs).
- Review & Audit**
 - Quality Assurance reviews records monthly and performs periodic audits to ensure process adherence.

5. Regulatory Compliance

All procedures must comply with local and national regulations regarding waste handling, safety, and product recalls.

6. Training

All relevant employees must be trained in these procedures upon hiring and at least annually thereafter.

7. Documentation & Records

Maintain records for all incidents involving damaged or expired goods for a minimum of [X] years, in accordance with

company policy and regulatory requirements.

8. Revision History

| Version | Date | Description | Approved By |
|---------|------------|---------------------|--------------|
| 1.0 | 2024-06-01 | Initial SOP release | [Name/Title] |