

# Standard Operating Procedure (SOP): Proper Storage and Shelving of Received Products

This SOP details the procedures for the **proper storage and shelving of received products**, including guidelines for inspecting incoming items, organizing inventory based on product type and safety requirements, using appropriate shelving and storage equipment, maintaining clean and accessible storage areas, and ensuring accurate labeling and inventory tracking to preserve product quality and facilitate efficient retrieval.

## 1. Purpose

To establish standardized procedures for the safe, efficient, and organized storage and shelving of all products received, ensuring product quality, compliance with safety standards, and accurate inventory management.

## 2. Scope

This SOP applies to all staff involved in the receiving, storing, and handling of inventory at [Facility/Company Name].

## 3. Responsibilities

- **Receiving Staff:** Inspect and verify incoming products.
- **Warehouse/Stockroom Staff:** Store and shelf products appropriately.
- **Supervisors/Managers:** Oversee adherence to this SOP and conduct regular audits.

## 4. Procedure

1. **Inspection of Incoming Products**
  - Check delivery documentation against purchase orders for accuracy.
  - Inspect packaging for damage, contamination, or tampering.
  - Report discrepancies or damage to supervisors immediately.
2. **Product Organization and Categorization**
  - Sort products by type, storage requirements (e.g., temperature, hazardous materials), and expiration date.
  - Separate recalled or quarantined products from general inventory.
3. **Use of Appropriate Shelving and Storage Equipment**
  - Use designated shelving units and containers suited to the product type and weight.
  - Store heavier items on lower shelves and lighter items above.
  - Ensure shelving is stable and not overloaded.
  - For temperature-sensitive products, use approved climate-controlled storage.
4. **Storage Area Maintenance**
  - Keep aisles clear and storage areas free from spills and obstructions.
  - Clean storage areas regularly and dispose of waste appropriately.
  - Ensure all exits and emergency equipment are accessible.
5. **Labeling and Inventory Tracking**
  - Label all products with product name, code, batch/lot number, and expiration date if applicable.
  - Record each item's storage location in the inventory management system.
  - Update records immediately upon moving or removing stock.
6. **Product Rotation and Retrieval**
  - Follow FIFO (First-In, First-Out) or FEFO (First-Expired, First-Out) principles as appropriate.
  - Promptly retrieve products for dispatch as per inventory system instructions.

## 5. Documentation and Records

- Maintain accurate logs of received, stored, and dispatched products.
- Retain inspection and discrepancy reports as per company policy.
- Regularly audit storage areas and record findings for continuous improvement.

## 6. Safety and Compliance

- Adhere to health, safety, and environmental regulations relevant to storage.
- Use appropriate PPE when handling hazardous or heavy goods.

- Participate in required safety training and emergency drills.

## 7. Review and Revisions

This SOP will be reviewed annually or as required following significant process changes, new product introduction, or after compliance audits.

## 8. References

- Inventory Management Policy
- Workplace Health and Safety Guidelines
- Product-Specific Handling Instructions

SOP Prepared By	Date Effective	Version	Review Date	Approved By
[Name]	[Effective Date]	1.0	[Review Date]	[Approver]