

SOP Template: Raw Material Requisition and Inventory Check Process

Purpose: This SOP defines the **raw material requisition and inventory check process**, detailing steps for accurately requesting raw materials, verifying current inventory levels, ensuring timely procurement, and maintaining updated inventory records. The aim is to optimize inventory management, prevent material shortages, and support seamless production operations through consistent monitoring and control of raw material stocks.

1. Scope

This SOP applies to all **production, warehouse, and procurement** personnel involved in raw material management and requisition within the organization.

2. Responsibilities

- **Production Department:** Identify material needs and raise requisitions as required.
- **Warehouse Staff:** Check and update inventory records; fulfill material requisitions.
- **Procurement Team:** Process purchase orders for materials below reorder levels.
- **Inventory Control:** Oversee inventory transactions and periodic stock-taking.

3. Definitions

Term	Definition
Raw Material	Basic materials used in the manufacturing or production process.
Requisition	A formal request for raw materials needed for production.
Inventory Level	The current quantity of raw materials available in stock.
Reorder Level	Minimum stock level that triggers procurement action.

4. Procedure

1. **Identify Raw Material Requirement**
 - Production plans/releases are reviewed to determine raw material needs.
2. **Check Current Inventory**
 - Warehouse staff checks the current inventory using the inventory management system or manual records.
 - If the required quantity is available, update records for material allocation.
3. **Raise Requisition**
 - If materials are needed, complete a Raw Material Requisition Form with all required details (material code, name, quantity, required date).
 - Submit the requisition for approval as per authorization matrix.
4. **Approval Process**
 - Relevant manager reviews and approves the requisition.
5. **Material Issue/Procurement**
 - If available, materials are issued by warehouse staff to the production area and records are updated.
 - If unavailable or inventory is below reorder level, procurement team initiates the purchase order process.
6. **Inventory Update**
 - All issues and receipts are recorded in the inventory management system immediately.
7. **Periodic Inventory Check**
 - Conduct weekly/monthly/quarterly stock audits to verify and reconcile inventory records.

5. Documentation

- Raw Material Requisition Form

- Goods Issued Note
- Inventory Register/Inventory Management System Reports

6. References

- Company Inventory Policy
- Procurement Policy
- Quality Management Guidelines

7. Revision & Approval

Revision No.	Date	Description	Prepared By	Reviewed By	Approved By
01	2024-06-01	Initial Release	Inventory Officer	Procurement Manager	Operations Head

This document is for internal use only. All staff must ensure they are familiar with this procedure before initiating any rawmaterial requisition or inventory check activities.