Standard Operating Procedure (SOP): Product Availability and Stock Check Process

This SOP details the **product availability and stock check process**, encompassing regular inventory assessments, accurate stock level recording, stock replenishment procedures, handling stock discrepancies, and ensuring timely update of inventory databases. The purpose is to maintain optimal product availability, prevent stockouts or overstock situations, and support efficient supply chain management.

1. Scope

- Applies to all personnel responsible for inventory management activities.
- Covers all products held within the organization's inventory.

2. Responsibilities

- **Inventory Staff:** Conduct stock checks and record findings accurately.
- **Inventory Manager:** Review reports, investigate discrepancies, approve replenishment orders.
- **Data Entry/IT Staff:** Maintain and update inventory databases.

3. Procedures

3.1 Regular Inventory Assessments

1. Conduct physical stock counts at defined intervals (e.g., daily, weekly, or monthly).
2. Cross-check stock on hand with inventory records.
3. Record observations in the stock check log sheet.

3.2 Accurate Stock Level Recording

1. Enter stock levels into the inventory database immediately after each assessment.
2. Ensure records include product codes, quantities, batch numbers, and locations.

3.3 Stock Replenishment Procedures

1. Review inventory levels against reorder points.
2. Raise a purchase or transfer order for items below minimum stock.
3. Obtain approval from the Inventory Manager before placing orders.

3.4 Handling Stock Discrepancies

1. Investigate discrepancies between physical count and system records.
2. Document reasons for discrepancies (e.g., spoilage, theft, data entry errors).
3. Adjust inventory records as per findings, with manager sign-off.

3.5 Timely Update of Inventory Databases

1. Update database after every stock movement (receipt, issue, transfer, or adjustment).
2. Verify and backup inventory records daily.

4. Documentation and Records

- Stock check log sheets
- Inventory adjustment forms
- Replenishment order requests
- System-generated inventory reports

5. Review and Continuous Improvement

- Conduct periodic audits to ensure adherence to the SOP.
- Identify recurring issues and update procedures as necessary.

- Provide regular training to staff involved in inventory management.

6. Revision History

Date	Version	Description of Changes	Approved By
2024-06-01	1.0	Initial SOP Release	Inventory Manager