

Standard Operating Procedure (SOP): Refilling and Replenishment Schedules

Purpose: This SOP details the **refilling and replenishment schedules** for inventory management, including timely monitoring of stock levels, procedures for restocking supplies, coordination with suppliers, documentation of refills, and strategies to prevent stockouts. The goal is to maintain continuous availability of necessary materials and optimize operational efficiency by establishing a systematic replenishment process.

1. Scope

This SOP applies to all staff responsible for inventory management and applies to all consumables, raw materials, or goods that require regular refilling or replenishment at [Organization Name/Department].

2. Responsibilities

- **Inventory Manager:** Oversees stock monitoring, sets minimum stock levels, and authorizes replenishment orders.
- **Stockroom Staff:** Conducts physical counts, executes restocking, and maintains records.
- **Procurement Team:** Manages ordering and supplier communication.

3. Procedure

1. **Stock Level Monitoring**
 - Perform daily/weekly stock checks as per the schedule in Section 5.
 - Compare quantities on hand with established minimum and maximum thresholds.
2. **Trigger Point for Replenishment**
 - Initiate refill when quantities reach predefined reorder levels.
3. **Restocking Procedure**
 - Submit requisition form to Procurement Team.
 - Receive supplies and verify against order documentation.
 - Update inventory management system immediately.
4. **Supplier Coordination**
 - Establish lead times and reordering intervals with vendors.
 - Communicate expected delivery schedules and handle discrepancies promptly.
5. **Documentation**
 - Record all refills in the Inventory Log (see Section 6).
 - Maintain records for audit and traceability.
6. **Stockout Prevention**
 - Set safety stock levels for critical items.
 - Forecast usage trends and adjust reorder points accordingly.

4. Refilling & Replenishment Schedule

Item Category	Frequency	Person Responsible
Office Supplies	Weekly	Stockroom Staff
Production Materials	Daily	Inventory Manager
Cleaning Supplies	Bi-weekly	Janitorial Lead
Perishable Goods	As needed (Monitor Daily)	Procurement Team

Note: Adjust frequency as appropriate based on consumption rates and criticality.

5. Inventory Log Template

Date	Item	Quantity Received	Quantity Used	Stock on Hand	Initiated By	Remarks

6. Review and Continuous Improvement

- Review replenishment procedures quarterly and after major incidents.
- Solicit feedback from staff regarding the effectiveness of the process.
- Update SOPs based on inventory trends and operational changes.

Prepared by: _____

Date: _____

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