

Standard Operating Procedure (SOP): Restocking and Inventory Control Process

1. Purpose

This SOP details the **restocking and inventory control process**, covering inventory monitoring, stock level assessment, order placement, receipt and inspection of goods, storage organization, and regular stock audits. The objective is to maintain optimal inventory levels, prevent stockouts or overstocking, and ensure accurate record-keeping for efficient supply chain management and business operations.

2. Scope

This procedure applies to all staff responsible for inventory management, restocking, and record-keeping within the organization.

3. Responsibilities

- **Inventory Manager:** Oversees the entire process; ensures SOP compliance and accurate records.
- **Warehouse Staff:** Conducts physical stock counts, receives and inspects goods, and organizes storage areas.
- **Procurement Officer:** Places orders and liaises with suppliers.
- **Finance Department:** Verifies and processes invoices/payments.

4. Procedure

- Inventory Monitoring and Stock Level Assessment**
 - Review inventory reports daily/weekly (as per business needs).
 - Identify stock levels below reorder points or above maximum thresholds.
 - Document items requiring restocking.
- Order Placement**
 - Prepare purchase orders for items needing replenishment.
 - Obtain necessary approvals as per company policy.
 - Send purchase orders to approved suppliers.
 - Track order status and expected delivery dates.
- Receipt and Inspection of Goods**
 - Upon delivery, inspect items for quantity and quality against purchase orders.
 - Document any discrepancies or damages and notify suppliers promptly.
 - Update inventory records to reflect received stock.
- Storage Organization**
 - Store items in designated areas following first-in, first-out (FIFO) or other applicable methods.
 - Label and arrange goods for easy identification and access.
 - Ensure storage areas are clean, organized, and secure.
- Record-Keeping**
 - Maintain accurate, up-to-date records in the inventory management system.
 - Retain documentation for all purchase orders, delivery notes, and inspection forms.
- Regular Stock Audits**
 - Schedule periodic (e.g., monthly, quarterly) physical stock takes.
 - Reconcile physical counts with system records, noting and investigating discrepancies.
 - Report audit results to management and implement corrective actions as needed.

5. Documentation

Document	Responsible	Retention Period
Inventory Reports	Inventory Manager	2 years
Purchase Orders	Procurement Officer	3 years
Receiving/Inspection Logs	Warehouse Staff	2 years
Stock Audit Reports	Inventory Manager	3 years

6. Review and Revision

This SOP will be reviewed annually or upon significant changes to processes or products. Suggestions for improvement should be submitted to the Inventory Manager.

7. References

- Company Procurement Policy
- Inventory Management System Manual

8. Appendix

- Inventory Reorder Point Calculation Formula
- Sample Stock Audit Checklist
- Sample Receiving Log Template