

SOP: Secure Storage and Labeling of Damaged Goods

This SOP details the procedures for **secure storage and labeling of damaged goods** in a designated area, ensuring proper identification, segregation, and protection from further damage. It includes steps for accurately labeling items, safely moving damaged products to the approved storage location, maintaining clear records, and minimizing risks to personnel and inventory integrity. The goal is to facilitate efficient handling, prevent contamination or mix-ups, and support effective inventory management and disposal processes.

1. Purpose

To provide a standardized method for handling, labeling, and securely storing damaged goods to prevent further loss, contamination, or mix-ups, and to ensure accurate inventory records.

2. Scope

This SOP applies to all employees involved in the receipt, storage, handling, and management of damaged goods in the facility.

3. Responsibilities

- **Warehouse/Storage Staff:** Identify, label, and move damaged goods as instructed.
- **Supervisors/Managers:** Oversee process compliance and maintain records.
- **Inventory Control:** Update inventory management system with damaged goods information.

4. Procedure

1. **Identification of Damaged Goods:**
 - Inspect items upon receipt or during routine inventory checks.
 - Document damage on the receiving or inspection form, including date, product details, nature of damage, and name of reporting employee.
2. **Labeling:**
 - Prepare a "Damaged Goods" label including:
 - Product name/code
 - Quantity
 - Date identified as damaged
 - Description of damage
 - Initials/signature of reporting staff
 - Affix the label securely and visibly to the damaged item or packaging.
3. **Segregation and Secure Storage:**
 - Transport goods to the designated damaged goods storage area using correct material handling equipment.
 - Ensure the area is clearly marked as "Damaged Goods – Do Not Use".
 - Arrange items to prevent cross-contamination and further damage.
 - Restrict access to authorized personnel only.
4. **Record Keeping:**
 - Log all damaged items in the Damaged Goods Register (manual or electronic).
 - Include product details, location, and actions taken.
 - Report significant damage to supervisors or managers for further action.
5. **Review and Disposition:**
 - Supervisors to periodically review damaged inventory.
 - Determine and authorize final disposition (return, disposal, or repair).
 - Update records upon completion of disposal or removal.

5. Documentation

Form/Log	Description	Retention
Damaged Goods Register	Record of all damaged items and their disposition	2 years
Damage Report Form	Detailed report of individual damaged items	2 years

6. Safety and Security

- Use appropriate PPE when handling damaged goods.
- Follow safe lifting and transport procedures.
- Immediately report safety hazards to supervisors.
- Ensure restricted access to the designated area at all times.

7. Revision History

Revision	Date	Description of Change
1.0	2024-06-01	Initial Release