**Standard Operating Procedure (SOP)**

**1. Introduction**

1.1 **Purpose:** To establish procedures for accurate inventory control, stock replenishment, and cycle counting to ensure product availability, minimize stockouts, and optimize inventory levels.

1.2 **Scope:** This SOP applies to all inventory items within the warehouse.

1.3 **Definitions:**

* **Inventory:** A detailed list of items in stock.
* **Stock Replenishment:** The process of ordering and receiving new inventory to maintain optimal levels.
* **Cycle Counting:** A physical inventory verification process conducted on a regular basis.

1.4 **References:**

* [Relevant company policies]
* [Industry-specific regulations, if applicable]

**2. Responsibilities**

* **Inventory Control:** Responsible for maintaining accurate inventory records, conducting cycle counts, and initiating stock replenishment.
* **Warehouse Operations:** Responsible for receiving, storing, and issuing inventory.
* **Purchasing:** Responsible for procuring inventory based on replenishment requests.

**3. Inventory Receiving**

3.1 **Receiving Procedures:**

* Verify incoming shipments against purchase orders.
* Inspect items for damage or discrepancies.
* Accurately record received items in the inventory system.
* Store items in designated locations.

**4. Inventory Storage**

4.1 **Storage Guidelines:**

* Adhere to proper storage conditions (temperature, humidity, etc.) for inventory items.
* Utilize appropriate storage equipment (racks, shelves, bins).
* Implement FIFO (First-In, First-Out) or FEFO (First-Expired, First-Out) principles for inventory rotation.

**5. Inventory Issuing**

5.1 **Issuing Procedures:**

* Verify product availability before issuing inventory.
* Accurately record issued items in the inventory system.
* Conduct physical verification of issued items.

**6. Cycle Counting**

6.1 **Cycle Counting Schedule:**

* Establish a cycle counting schedule for all inventory items.
* Assign responsibility for cycle counting tasks.
* Investigate and resolve discrepancies between physical inventory and system records.

**7. Stock Replenishment**

7.1 **Replenishment Process:**

* Monitor inventory levels to identify items requiring replenishment.
* Generate purchase orders for required items.
* Coordinate with suppliers for timely delivery.
* Verify and receive replenished inventory.

**8. Inventory Accuracy**

8.1 **Accuracy Maintenance:**

* Conduct regular inventory audits to assess accuracy.
* Implement corrective actions to address inventory discrepancies.
* Analyze inventory turnover rates to identify slow-moving or obsolete items.

**9. Recordkeeping**

9.1 **Inventory Records:**

* Maintain accurate and up-to-date inventory records.
* Retain inventory records as per company retention policy.

**10. Training**

10.1 **Training Requirements:**

* Provide training to inventory personnel on inventory management procedures.
* Conduct refresher training periodically.

**11. Review and Update**

11.1 **SOP Review:**

* Review this SOP annually or as needed to ensure its effectiveness and compliance with company standards.