

PREPARATION OF STANDARD OPERATING PROCEDURES (SOPS) FOR THE VARIOUS PROCESSES IN STORES DEPARTMENT WITHIN ORGANIZATION

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1) Abstract

Standard operating procedures (SOPs) are written instructions intended to document how to perform a routine activity. Many companies rely on standard operating procedures to help ensure consistency and quality in their products. This paper throws light on the various aspects required for the preparation of the SOP for the stores department including collection of data, handling inventory, storage and management of the same. When new employees are trained, standard operating procedures help keep their training fresh and serve as important reference tools.

2) Introduction

Standardization is the process of creating standards to guide the creation of a good or service based on the consensus of all the relevant parties in the industry. Stores management plays the crucial role within the organization which required desirable amount of expenses. Objectives being prevention of overstocking and under stocking of the materials. To ensure uninterrupted supply of materials without delay to various users of the organization and to protect materials from pilferage, theft and other risks. This article gives overall insight on the role of various activities related to stores management. However, this

article gives the step further information of inventory control, facility planning and service management. So standardization of the stores is important factor for the organization which leads reduction to the losses for the organization.

3) Purpose

In the stores, generally daily there in incoming and outgoing of the items. This items ordering must be managed properly so that there must be not congestion in store. As the consignment reach to the store it is unloaded in the loading and unloading area a supervisor checks the details, condition and documents of the consignment. The verified products are placed on their respective location however if the consignment found tampered or in poor condition it is either return to the vender or placed in the defective section for until further orders. The allocation of location of the product varies from organization to organization. Generally the products are located according to their categories for example camera in camera section, tools in tool section, etc. This will facilitate easy recognition of product and its location in the stores again in the stores the heavy items are placed near the dispatch area so as the worker has to make less effort for moving the item .When the orders are receive proper packaging of the order product is done and package item is moved towards dispatch area.

4) Problems

If the SOP are not followed then time for completing any task increases. It wastes his quality time for thinking about which product where to place and how to place. There may be mishandling of the product which may cause damage or sometimes loss also if the product is placed in different section where it does not belong there may be confusion while tracking the product for example if the camera is placed in tool section then the amount of camera shown in the system will not match amount of cameras in camera section which leads to mismatch of camera stock. Every employee must be aware of his/her responsibilities which can be divided by SOP otherwise there may be misunderstanding occur between employee which cause loss of productivity among the work.

5) Benefits

When we have SOP for an activity then there is consistency and time reduce for that activity which ultimately increases the productivity as the employee follow the activity regularly it will become his habits. SOP provides guidelines for the series of activities which are to be performed one after the another and reduces thinking time, stress and time delay for mental fatigue. SOP also provide guidelines for the proper placements of products in their respective section. SOP is the document which gives information about roles and responsibility of every single individual working in the organization.

6) Writing style

Well-written SOPs should first shortly define the purpose of the work or process, involving any regulatory information or standards that are suitable to the SOP process, and the scope to show what is covered. Any specialized or different terms either in a separate definition section or in the suitable discussion section should be explained. Some following points must be considered while preparing SOPs:

1. Appropriate way of coding each procedure should be used.

2. There should be no uncertainty between which procedures apply to which situations.
3. Procedures should not always be paper based.
4. The procedures need to be up to date and also the errors must be checked rapidly and corrected.
5. Any risk to the operator should be documented at the start of procedure, based on risk assessment of the task.

7) Post Preparation of SOP

Firstly approval from the authorities is must and after that it is implemented. After preparation of SOP it is important to keep the SOP updated. For this purpose constantly checking of errors is mandatory. If the SOP does not definitely describe the procedure, then the SOP must be revised. Any change in the procedure must be included into the SOP. Nevertheless, prior to any change to the SOP, management must be advised of, and approve, the change. So, review and revising of SOPs must be undertaken.

8) Conclusion

Eventually, SOPs serve as a fundamental means of communication for all levels of the organization. Not only do they include employees departmentally, but they also allow management and employees to gain a cross-functional view of the organization. There are many advantages in standardizing procedures and laying them down in detail. However, flexibility is desirable and changes should be adopted whenever an improved method can be thought of. It should be the Store Keeper's function to critically appraise existing procedures and make continuous efforts to promote efficiency and economy. Stores personnel should be thoroughly familiar with the statutory requirements, rules and other official regulations affecting the storage, safety, etc of the Stores premises. The procedures covered in this **SOP** are meant to be exhaustive. Those not specified here should be dealt with in terms of general policy guidelines.

9) References

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