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1 Purpose:

The purpose of this Standing Operating Procedure (SOP) is to establish procedures and responsibilities of **Centre Name** Store Department

2 Scope:

This SOP applies to all personnel employed in and accessing the services of **Centre Name** Store Department.

3 Responsible Persons:

Store Assistant, Store in charge/Supervisor, Operations Manager

4 Objectives:

Objectives of Store Keeping. An efficient system of **store** keeping has the following objects: To ensure uninterrupted supply of materials and **stores** without delay to various production and service departments of the organization. To prevent over-stocking and under-stocking of materials

SOP (1) What are the functions of stores department?

- (i) To make available a balanced flow of raw materials, components, tools, equipment and other stores required for operation.
- (ii) To provide maintenance materials, spare parts and general stores as required.
- (iii) To receive and issue materials after physical inspection and proper identification

SOP (2) What is the function of store management?

Store management is concerned with ensuring that all the activities involved in store keeping and stock control are carried out efficiently and economically by the store personnel. In many cases this also encompasses the recruitment, selection, induction and the training of store personnel, and much more.

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SOP (3) What are the 4 types of inventory?

There are four types, or stages, that are commonly referred to when talking about inventory:

Raw Materials.

Unfinished Products.

In-Transit Inventory, and.

Cycle Inventory.

SOP (4) What is importance of store?

1. Importance of Store-Keeping: The cost of materials is one of the largest elements of cost. Proper storing of materials is very important to prevent losses from damage, pilferage and deterioration in quality of materials.

SOP (5) Why is store record important?

A store record is an important document that helps an organization to determine the rate of use of raw materials and spare part so as to know the time to buy more into the store. The rate of use will help the organization to determine how much money to be allocated for the purchase of materials to replenish the stock.

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