

Supply Chain Stock Issue (SC06)

Issue Date	Review Date	Version
September 2020	September 2025	2

Purpose

To identify the key activities in issuing stock from Store Locations.

Who should read this document?

All those that are involved in ordering and receiving goods, directly from suppliers, or via an internal Store or Warehouse.

Key Messages

SOPs aim to achieve efficiency, quality output and uniformity of performance, while reducing miscommunication and failure to comply to industry or Trust regulations.

Core accountabilities

Owner	Supply Chain Manager
Review	Finance Senior Management Team Meeting
Ratification	Chief Procurement Officer
Dissemination (Raising Awareness)	Supply Chain Manager
Compliance	Records and Information Officer

Links to other policies and procedures

Supply Chain Inventory Management Policy (SC010v.1)

Version History

1	September 2016	Ratified by Chief Procurement Officer and published Trust-wide
2	September 2020	Ratified by Head of Supply Chain in behalf of Chief Procurement Officer and published Trust-wide

The Trust is committed to creating a fully inclusive and accessible service. Making equality and diversity an integral part of the business will enable us to enhance the services we deliver and better meet the needs of patients and staff. We will treat people with dignity and respect, promote equality and diversity and eliminate all forms of discrimination, regardless of (but not limited to) age, disability, gender reassignment, race, religion or belief, sex, sexual orientation, marriage/civil partnership and pregnancy/maternity.

An electronic version of this document is available on Trust Documents. Larger text, Braille and Audio versions can be made available upon request.

Standard Operating Procedures are designed to promote consistency in delivery, to the required quality standards, across the Trust. They should be regarded as a key element of the training provision for staff to help them to deliver their roles and responsibilities.

Section	Description	Page
1	Introduction	3
2	Definitions	3
3	Regulatory Background	3
4	Key Duties	3
5	Procedure to Follow	4
6	Document Ratification Process	5
7	Dissemination and Implementation	5
8	Monitoring and Assurance	5
9	Reference Material	6
	Appendices	6
	Required Documentation (example)	
	Electronic Processes and Records (example)	
	Specialised Processes (example)	

Standard Operating Procedure (SOP)

Supply Chain Stock Issue

1 Introduction

The purpose of this SOP is to identify the key activities in issuing stock from Store Locations.

This procedure is applicable to all those involved in the ordering, using and managing of product inventory within the Trust.

It should be applied across the Trust, with particular relevance to Procurement and Supply Chain functions.

A standalone SOP exists for Pharmacy stock issuing.

2 Definitions

- SOP – Standard Operating Procedure
- SCM – Supply Chain Manager
- CPO – Chief Procurement Officer
- DoF – Director of Finance
- SCWM – Supply Chain Warehouse Manager
- IMS – Inventory Management System
- SCSP – Supply Chain Store Person
- RCA – Root Cause Analysis

3 Regulatory Background

N/A

4 Key Duties

Main Roles and typical duties are summarised below;

- **Supply Chain Store Person (SCSP)/Supply Chain Warehouse Manager (SCWM)** – responsible for issuing stock on the Trust Inventory Management System (IMS)

5 Procedure to Follow

1. Stock Issues – Store to Store

- Store to Store stock issues require both an 'Issue' by the Store sending stock and a 'Receipt' by the Store receiving the Goods.
- This should occur on the appropriate IMS, to ensure inventory accuracy through the internal supply chain.
- Stock Issues should be in response to a systemised demand from another Store

- Any incorrect 'Stock Issues' should be handled by the relative SCWM or SCSP from both Issuing and Receiving locations by assessing the Requisition against the Delivery Note to trace the error.
- Any returns should follow the SOP for Product Recalls and Returns.

2. Stock Issues – Store to Non Store

- Store to Non Store stock issues require only an 'Issue' by the Store sending the stock.
- This should occur on the appropriate IMS, to ensure inventory accuracy through the internal supply chain.
- Stock Issues should be in response to a systemised demand from a Non Store location
- Any incorrect 'Stock Issue' should be handled by the relative SCSP/SCWM from the Issuing Locations and by Materials Management at the Requesting Location.
- Any returns should follow the SOP for Product Recalls and Returns.

6 Document Ratification Process

The design and process of review and revision of this policy will comply with The Development and Management of Formal Documents.

The review period for this document is set as default of five years from the date it was last ratified, or earlier if developments within or external to the Trust indicate the need for a significant revision to the procedures described.

This document will be reviewed by the Finance Senior Management Team Meeting and ratified by the Director of Finance.

Non-significant amendments to this document may be made, under delegated authority from the Director of Finance, by the nominated owner. These must be ratified by the Director of Finance.

Significant reviews and revisions to this document will include a consultation with named groups, or grades across the Trust. For non-significant amendments, informal consultation will be restricted to named groups, or grades who are directly affected by the proposed changes.

7 Dissemination and Implementation

Following approval and ratification, this procedural document will be published in the Trust's formal documents library and all staff will be notified through the Trust's normal notification process, currently the 'Vital Signs' electronic newsletter.

Document control arrangements will be in accordance with The Development and Management of Formal Documents.

The document author(s) will be responsible for agreeing the training requirements associated with the newly ratified document with the Director of Finance and for working with the Trust's training function, if required, to arrange for the required training to be delivered.

8 Monitoring and Assurance

- Accountability for adherence to this procedure will be monitored by the Chief Procurement Officer (CPO), or their nominated representative
- Each SCSP/SCWM will be responsible for ensuring this procedure is followed operationally
- Adherence to the identified procedure will be monitored through capturing those goods which do not follow this procedure and escalating to the Supply Chain Manager (SCM). This will be done through weekly stock checks and/or cycle counting to identify products which systemised and physical stock do not match.
- Root Cause Analysis (RCA) will be performed for any identified stock discrepancy
- For every RCA conducted, findings need to be reported to the CPO, through the specified monthly review
- Each SCSP will be monitored on process adherence at their regular one to one progress reviews

9

Reference Material

N/A

Appendix

Appendix XX