Consumable Screws, Glue & Sandpaper Reorder Point Standard Operating Procedure

1.0 Objective & Scope

The objective of this procedure is to establish a standardized method for calculating and maintaining reorder points for consumable items including screws, glue, and sandpaper. This ensures a 99% inventory accuracy rate, prevents production stockouts, and minimizes overstock waste. The procedure applies to all warehouse and production staff responsible for inventory replenishment, including the Inventory Clerk, Receiver, and Production Supervisor.

2.0 Required Systems, Tools & Materials

- Access to the SupplyGrid WMS Dashboard (Inventory Module)
- Mobile Barcode Scanner (Zebra or equivalent) with charged battery
- Clipboard with printed Reorder Point Calculation Worksheet (template from SupplyGrid)
- Pencil or pen (non-smudge)
- Calculator or smartphone calculator app
- Physical inventory count tags (red for quarantine, green for active stock)
- Pallet jack or hand truck for moving bulk consumable boxes

3.0 Safety & Handling Precautions

- Wear CSA-approved steel-toed boots and high-visibility vest in all warehouse aisles.
- Use cut-resistant gloves when handling sandpaper rolls or sheets to avoid paper cuts.
- Ensure glue containers are stored upright and sealed to prevent spills; clean any spills immediately with absorbent material.
- Do not stack heavy screw boxes more than 4 pallets high to prevent tip-overs.
- Use proper lifting technique (bend knees, keep back straight) for boxes over 15 kg.

4.0 Step-by-Step Procedure

1. Log into the SupplyGrid WMS Dashboard using your unique credentials and navigate to the Inventory Module.
2. Select the 'Reorder Point Management' tab and filter the item list to show only consumable categories: Screws, Glue, and Sandpaper.
3. For each item, review the historical usage data displayed in the dashboard for the past 90 days. Record the average daily usage (ADU) in units (e.g., boxes of screws, litres of glue, sheets of sandpaper).
4. Calculate the lead time demand by multiplying the ADU by the supplier lead time in days (obtained from the Purchase Order history in SupplyGrid). Add a 20% safety stock buffer to account for demand variability.

5. Set the reorder point in the system by entering the calculated value (Lead Time Demand + Safety Stock) into the 'Min Stock Level' field. Ensure the 'Max Stock Level' is set to 1.5 times the reorder point to prevent overordering.

6. Physically verify the current on-hand quantity for each item by scanning the bin location barcode with the mobile scanner, then scanning the item barcode. Count the units and compare to the system count displayed on the scanner screen.

7. If the physical count matches the system count within 2%, confirm the reorder point is active by checking the 'Auto Reorder' flag is set to 'Yes' in the item master.

8. For any item where the physical count is below the new reorder point, immediately generate a purchase requisition through the SupplyGrid dashboard by clicking 'Create Reorder' and selecting the preferred supplier from the dropdown list.

9. Apply a green 'Active Stock' tag to the bin location of items that are at or above the reorder point. For items below the reorder point, attach a yellow 'Reorder Alert' tag to the bin and place the item in the 'Priority Replenishment' staging area.

10. Document the reorder point calculation and physical count results on the printed worksheet. File the completed worksheet in the Inventory Binder under the 'Consumables Reorder' tab.

11. Repeat steps 3 through 10 for all items in the Screws, Glue, and Sandpaper categories. Complete the process within one shift to ensure data consistency.

12. Log out of the SupplyGrid WMS Dashboard and return all equipment to the charging station or designated storage area.

5.0 Verification & Discrepancy Reporting

1. After completing the reorder point setup for all items, run the 'Reorder Point Audit Report' in SupplyGrid to verify that all items have a non-zero min stock level and that the auto-reorder flag is enabled.

2. If the physical count differs from the system count by more than 2% for any item, do not adjust the reorder point. Instead, escalate the discrepancy to the Inventory Manager immediately via email or in-person, including the item SKU, bin location, and both counts.

3. For any damaged or expired glue containers found during the physical count, attach a red 'Quarantine' tag and move the item to the designated quarantine area. Record the quantity and reason on the Damage Log form and notify the Inventory Manager for disposal or return to supplier.

4. If a supplier lead time changes (e.g., due to a notification from procurement), the Inventory Clerk must recalculate the reorder point for the affected items within 24 hours and update the system accordingly.

5. The Inventory Manager will review the Reorder Point Audit Report weekly and sign off on any changes. Discrepancies not resolved within 48 hours will be escalated to the Warehouse Supervisor for root cause analysis.