

## Inventory Stocking IST

Steps required to store and manage items stocked in the storeroom inventory.

### Basic Trigger

- Items have been physically received and are ready to be placed in a bin location for long term storage

### Key Steps

1. Identify item's bin location in the inventory management system
2. If there is no designated bin, assign a location to store the item(s)
3. Items are placed in inventory with consideration for shelf life; sensitivity to environmental exposure; hazardous material storage; and whether the item will be used in a scheduled Preventive Maintenance activity
4. If item is without a preprinted tag, the storeroom clerk will affix a date to the item to ensure inventory rotation

### Final Output

- Inventory item is placed in a storeroom location

### What's Different?

- Items have an assigned location
- Inventory items are managed
- Items are stocked to ensure serviceability when requested

### Benefits

- Increased inventory control and accuracy
- Better utilization of storage space
- Inventory items are stored with consideration for shelf life and other factors that will affect the condition of the spare part