

SOP: Handling and Storage of Accepted and Rejected Materials

This SOP details the procedures for the **handling and storage of accepted and rejected materials**, ensuring proper segregation, identification, and storage to maintain material integrity and prevent contamination. It covers the inspection, documentation, and appropriate placement of accepted materials for production use, as well as the secure and compliant storage of rejected materials for rework, disposal, or return. Adherence to these guidelines helps maintain operational efficiency and compliance with quality and safety standards.

1. Purpose

To define the standard procedure for the handling, segregation, and storage of accepted and rejected materials, ensuring quality and safety compliance.

2. Scope

Applicable to all personnel involved in receiving, inspecting, handling, and storing materials at [Facility/Organization Name].

3. Responsibilities

- Warehouse Staff:** Handle and store materials as per this SOP.
- Quality Control (QC):** Inspect and decide acceptance or rejection of materials.
- Supervisors/Managers:** Ensure SOP compliance and proper documentation.

4. Procedure

4.1 Material Receipt & Inspection

- Receive materials at the designated receiving area.
- Inspect materials as per inspection checklist/QC protocol.
- Record inspection outcomes in receiving log.

4.2 Segregation & Labeling

Type	Action	Label/Identification
Accepted Material	Move to accepted materials area.	Green “Accepted” label with date and signature.
Rejected Material	Move to rejected materials quarantine area.	Red “Rejected” label with reasons, date, and signature.

4.3 Storage

- Store **accepted** materials in designated, clean, and organized areas away from rejected/quarantine zones.
- Store **rejected** materials in a clearly marked, secured quarantine area to prevent accidental use.
- Ensure all storage conditions (e.g., temperature, humidity) are met per material specifications.

4.4 Documentation & Record-Keeping

- Record details of received, accepted, and rejected materials in inventory system/logbook.
- Attach inspection reports, rejection notes, and any related documentation to each material batch.
- Update status if materials are reworked or removed as per disposition decision.

4.5 Disposition of Rejected Materials

- QC, in coordination with relevant departments, determines if rejected materials will be reworked, disposed, or returned.
- Follow appropriate procedures for each disposition type, ensuring documentation and approvals are in place.

5. Safety & Compliance

- Always use PPE while handling and storing materials.
- Keep all aisles, storage areas, and emergency exits unobstructed.
- Report any non-conformities or safety concerns to the supervisor immediately.

6. References

- [Company Quality Manual]
- [Local/International Material Handling Standards]
- [Inventory Management Procedures]

7. Revision History

Version	Date	Description	Prepared by	Approved by
1.0	[Date]	Initial Release	[Name]	[Name]