SOP: Incoming Materials Inspection and Verification

Purpose:

This SOP details the **incoming materials inspection and verification** process, ensuring that all received materials meet specified quality standards and compliance requirements. It covers procedures for verifying shipment accuracy, checking for damages or defects, confirming documentation and certifications, and recording inspection results. The goal is to prevent defective or incorrect materials from entering production and to maintain consistent product quality and operational efficiency.

Scope

This SOP applies to all incoming materials delivered to the facility, including raw materials, components, and packaging materials.

Responsibilities

- **Receiving Personnel:** Conduct initial inspection, documentation review, and reporting of discrepancies.
- **Quality Assurance:** Perform detailed quality checks and approve or reject materials as per SOP criteria.
- **Warehouse Supervisor:** Oversee compliance with SOP and coordinate with suppliers for non-conformities.

Procedure

1. **Receiving and Preliminary Check**
   - Record arrival of materials in the receiving log.
   - Check the shipment against the purchase order (PO), packing list, and delivery note for accuracy (item, quantity, and description).
2. **Visual Inspection**
   - Examine packaging for visible damage, contamination, or tampering.
   - Inspect materials for physical defects or inconsistencies.
3. **Verification of Documentation**
   - Verify certificates of analysis, compliance, and conformance (as applicable).
   - Ensure all required documentation matches shipment and company requirements.
4. **Sampling (If Applicable)**
   - Draw samples as per sampling plan for further testing.
   - Label and record samples for traceability.
5. **Acceptance or Rejection**
   - Approve materials that meet requirements and move to storage/production.
   - Isolate and label non-conforming materials; notify Quality Assurance and supplier.
6. **Recording and Reporting**
   - Document all inspection results in the inspection log/database.
   - File all related documents for traceability and audits.

Records

- Receiving Log
- Inspection Checklists
- Certificates of Analysis/Compliance
- Non-conformity Reports

References

- Company Quality Manual
- Applicable Regulatory Standards
- Purchase Orders

Revision History

Date	Revision	Description	Approved By

| 2024-06-14 | 1.0 | Initial SOP release. | Quality Manager |

Prepared by: _____
Approved by: _____
Date: _____