SOP: Ingredient Sourcing and Verification Procedures

This SOP details the **ingredient sourcing and verification procedures**, encompassing supplier selection criteria, quality assurance standards, ingredient traceability, verification of certifications and compliance documents, inspection and testing protocols, record-keeping requirements, and communication processes with suppliers. The objective is to ensure that all ingredients meet safety, quality, and regulatory standards before use in production.

1. Purpose

To establish a standardized procedure for sourcing ingredients and verifying their compliance with safety, quality, and regulatory requirements.

2. Scope

This SOP applies to all personnel involved in ingredient procurement, quality assurance, and production.

3. Definitions

- **Supplier:** A business entity providing raw materials or ingredients.
- **Traceability:** The ability to track the origin, movement, and use of ingredients.
- **Certificate of Analysis (COA):** Document verifying the tested quality parameters of an ingredient batch.
- **Compliance Documents:** Legal or regulatory documentation that verifies adherence to standards.

4. Procedures

Step	Procedure	Responsible Party
1. Supplier Selection	• Evaluate and approve suppliers based on capability, reputation, certifications, and compliance with relevant standards (e.g., ISO, HACCP, GMP). • Maintain an up-to-date list of approved suppliers.	Purchasing / Quality Assurance
2. Ingredient Ordering	• Order only from approved suppliers using standardized purchase orders specifying ingredient grade, quantity, and required certifications.	Purchasing
3. Receipt & Documentation	• Verify that each delivery includes required documentation: COA, safety data sheets, and other compliance certificates.	Receiving / QA
4. Inspection and Testing	• Physically inspect each batch for packaging integrity, labeling, and any visible contamination or damage. • Conduct internal or third-party lab testing as per QA protocols, if required.	Quality Assurance
5. Traceability	• Maintain records of lot numbers, supplier details, delivery dates, and test results for all ingredients. • Ensure each batch is traceable from receipt through production usage.	Quality Assurance / Production
6. Verification of Certifications & Compliance	• Validate certifications and compliance documents with issuing authorities periodically. • Retain copies of all relevant documentation for regulatory review.	Quality Assurance

7. Record Keeping	• Store ingredient records for at least the time period required by applicable regulations. • Records to include supplier information, delivery notes, COAs, test reports, and communication logs.	Quality Assurance / Purchasing
8. Supplier Communication	• Promptly notify suppliers of non-conformances. • Document corrective actions and resolutions.	Purchasing / Quality Assurance

5. Responsibilities

- **Purchasing:** Selects suppliers, places orders, and maintains purchase records.
- **Receiving:** Ensures that deliveries match orders and required documentation is present.
- **Quality Assurance:** Approves suppliers, verifies COAs, conducts inspections/testing, and maintains records.
- **Production:** Ensures proper traceability during ingredient use.

6. References

- Applicable regulatory standards (e.g., FDA, EU, local standards)
- Internal quality management policies

7. Revision History

Date	Revision	Description	Approved By
2024-06-01	1.0	Initial SOP creation	QA Manager