

SOP: Raw Material Inspection and Acceptance Criteria

This SOP defines the **raw material inspection and acceptance criteria** to ensure that all incoming materials meet specified quality standards. It includes procedures for verifying supplier documentation, conducting visual and physical inspections, sampling methods for testing, criteria for acceptance or rejection, and recording inspection results. The objective is to guarantee that only raw materials conforming to quality requirements are accepted, thereby preventing defects in the production process and ensuring product consistency and safety.

1. Purpose

To establish and describe the process for inspecting and accepting raw materials to ensure compliance with quality specifications prior to use in production.

2. Scope

This SOP applies to all raw materials received for production use at [Company Name/Facility].

3. Responsibilities

- **Quality Control (QC) Team:** Inspect raw materials, carry out tests, record results, and make recommendations for acceptance or rejection.
- **Warehouse Personnel:** Receive materials and notify QC for inspection.
- **Purchasing Department:** Ensure suppliers provide required documentation.

4. Procedure

1. **Receiving and Documentation Verification**
 - On receipt, verify material name, type, batch number, and quantity against the delivery note and purchase order.
 - Ensure all supplier-provided documents (e.g., Certificate of Analysis, Material Safety Data Sheet) are present and match the shipment.
2. **Visual and Physical Inspection**
 - Check packaging for integrity, labeling, and absence of contamination or damage.
 - Confirm no leaks, discoloration, foreign matter, or unusual odor, as applicable.
3. **Sampling and Testing**
 - Collect samples as per the approved sampling plan (e.g., ANSI/ASQ Z1.4 or internal standard operating procedure).
 - Conduct required tests (e.g., appearance, identity, purity, moisture content) according to material specifications.
4. **Acceptance Criteria**
 - Material must meet all documented specifications and testing requirements.
 - Documentation must be complete and accurate.
 - Any non-conformance leads to material rejection or conditional acceptance with approval.
5. **Decision and Recording**
 - Document inspection outcomes on the Raw Material Inspection Log (see template below).
 - Notify relevant personnel of acceptance or rejection.
 - Isolate and label rejected materials for return or disposal.

5. Raw Material Inspection Log Template

Date	Material Name / Code	Supplier	Batch / Lot No.	Test Conducted	Result	Acceptance Status	Inspected By	Remarks

6. Records

- Maintain all inspection records for a minimum of [x] years or as per regulatory requirements.
- Store records securely, accessible for audit and review.

7. References

- Raw Material Specifications
- Supplier Agreements
- Applicable Regulatory Guidelines
- Internal Quality Management System Procedures