Standard Operating Procedure (SOP)

Raw Material Receiving and Inspection Guidelines

This SOP establishes **raw material receiving and inspection guidelines** to ensure that all incoming materials meet quality and safety standards. It covers procedures for verifying delivery documentation, inspecting materials for damage or contamination, measuring quantities, and handling discrepancies or non-conformities. The goal is to maintain the integrity of the production process by accepting only compliant raw materials and promptly addressing any issues to prevent disruptions and ensure product quality.

1. Purpose

To define the standardized process for receiving, inspecting, and accepting or rejecting raw materials upon delivery.

2. Scope

This SOP applies to all personnel involved in the receiving and inspection of raw materials at [Company/Department Name].

3. Responsibilities

- **Receiving Staff:** Check, document, and inspect all incoming raw materials.
- **Quality Control (QC) Personnel:** Perform detailed inspections and quality assessments.
- **Procurement:** Communicate with suppliers regarding discrepancies or non-conformities.
- **Warehouse Manager:** Ensure proper storage or quarantine of received materials.

4. Procedure

1. **Receiving Documentation Verification**
    - Obtain delivery note, purchase order, and certificate of analysis (if required).
    - Verify documents for accuracy: check supplier, material name, batch/lot number, quantity, and specifications.
2. **Visual Inspection**
    - Inspect packaging for integrity, damage, or contamination.
    - Check labeling for correct identification, batch information, and expiration date if applicable.
3. **Quantity Verification**
    - Weigh or count materials as appropriate, comparing actual vs. documented quantities.
4. **Sampling and Quality Inspection**
    - Take samples per sampling plan for QC analysis (physical/chemical/microbiological, etc.).
    - Document sample information and forward to QC.
5. **Acceptance or Rejection**
    - If materials meet all requirements, approve for storage and use.
    - If materials fail inspection or documentation, mark as non-conforming and place in quarantine.
6. **Handling Discrepancies/Non-Conformities**
    - Record details in the Non-Conformance Register.
    - Notify QC and procurement immediately.
    - Communicate with supplier for resolution (replacement, credit, or return).
7. **Recordkeeping**
    - Maintain all records of receiving, inspection, and actions taken in accordance with company policy.

5. Documentation & Records

Document	Responsibility	Retention Period
Receiving Log	Warehouse	2 years
Inspection Checklist	QC	2 years
Non-Conformance Register	QC	5 years
Correspondence with Supplier	Procurement	2 years

6. References

- Company Quality Manual
- Applicable regulatory standards (e.g., ISO 9001, GMP)

7. Revision History

Version	Date	Description	Prepared by
1.0	2024-06-01	Initial version	[Name]