

Standard Operating Procedure (SOP)

Raw Material Receiving and Inspection Procedures

SOP Number	RM-01
Effective Date	[Insert Date]
Revision	[Insert Revision Number]
Prepared by	[Name/Department]
Approved by	[Name/Title]

1. Purpose

This SOP details the **raw material receiving and inspection procedures**, encompassing the verification of delivery documentation, visual and physical inspection of raw materials for quality and compliance, handling and storage requirements, rejection criteria, and documentation protocols. The goal is to ensure that all incoming raw materials meet specified standards and regulatory requirements, thereby maintaining product integrity and production efficiency.

2. Scope

This procedure applies to all personnel involved in the receiving, inspecting, handling, storage, and documentation of raw materials at [Company Name/Location].

3. Responsibilities

- Warehouse Staff: Responsible for receiving, inspecting, and handling raw materials according to this SOP.
- Quality Control (QC) Personnel: Responsible for inspection, sampling, testing, and approval/rejection of raw materials.
- Procurement/Purchasing: Ensure suppliers provide necessary documentation and specifications.
- Production Supervisor: Ensure only approved raw materials are issued for production.

4. Procedure

1. Preparation

- Verify readiness of receiving area and required documentation forms.
- Ensure use of correct personal protective equipment (PPE) if required.

2. Receipt of Raw Materials

- Receive raw materials only from approved suppliers.
- Check condition of transport vehicle and packaging for damage, contamination, or tampering.

3. Verification of Delivery Documentation

- Obtain and review delivery documents (invoice, packing list, Certificate of Analysis, etc.).
- Match received materials with purchase order (PO) details: item name, batch/lot number, quantity, and supplier information.

4. Visual and Physical Inspection

- Inspect packaging and containers for integrity, correct labeling, and absence of contamination.
- Check appearance (color, texture), odor, and any visible foreign matter.
- Record inspection findings using the Raw Material Receiving Form (see Appendix).

5. Sampling and Testing (if applicable)

- QC personnel sample material as per sampling plan/standard operating procedure.

- Send samples for laboratory testing as appropriate.

6. Handling and Storage

- Segregate accepted, rejected, and quarantined materials in designated areas.
- Store raw materials under specified conditions as per material requirements (e.g., temperature, humidity).

7. Rejection Criteria

- Reject raw materials that do not meet specification parameters, show signs of contamination, damage, incorrect labeling, or are expired.
- Tag rejected materials and move to the designated rejection/quarantine area.
- Notify QC and relevant stakeholders for further action and documentation.

8. Documentation

- Complete Raw Material Receiving Form for each batch received.
- Attach supporting documents (COA, delivery note, etc.).
- Record acceptance or rejection decision and store documentation as per company policy and regulatory requirements.

5. Documentation and Records

- Raw Material Receiving Form
- Inspection Checklists
- Rejection/Non-conformance Reports
- Supporting supplier documents (COA, SDS, delivery note, purchase order)

6. Appendix

Raw Material Receiving Form (Sample)

Material Name	[Enter Material Name]
Supplier	[Enter Supplier Name]
Batch/Lot Number	[Enter Batch/Lot Number]
Date Received	[Enter Date]
Quantity	[Enter Quantity]
Condition of Packaging	[Acceptable/Not Acceptable]
Inspection Findings	[Details of Visual & Physical Inspection]
COA Attached	[Yes/No]
Status	[Accepted/Rejected/Quarantined]
Inspector's Name & Signature	[Enter Name & Signature]

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