

# SOP Template: Storage and Handling Instructions for Raw Materials

This SOP provides detailed **storage and handling instructions for raw materials**, covering proper storage conditions, safe material handling techniques, contamination prevention, inventory management, and compliance with quality standards to ensure the integrity and safety of raw materials throughout the production process.

## 1. Purpose

To establish standard procedures for the safe storage, handling, and management of raw materials in order to maintain their quality and prevent contamination.

## 2. Scope

This SOP applies to all personnel involved in the receipt, handling, storage, and management of raw materials across all production and storage facilities.

## 3. Responsibilities

- Warehouse Personnel:** Receive, inspect, and store raw materials according to this SOP.
- Quality Assurance (QA):** Verify compliance with storage and handling protocols.
- Production Staff:** Follow proper material withdrawal procedures and report deviations.
- Supervisors/Managers:** Ensure staff training and regular review of SOPs.

## 4. Storage Conditions

Material Type	Storage Requirements	Temperature Range	Humidity Control
Dry Goods (e.g., grains, powders)	Keep in cool, dry, and ventilated area; use pallets to keep off the floor	15-25°C	< 50%
Liquids (e.g., oils, solvents)	Store in sealed containers; away from heat sources and direct sunlight	10-30°C	NA
Refrigerated Materials	Use designated refrigeration units; monitor temperature regularly	2-8°C	Monitor as required
Hazardous Chemicals	Store according to MSDS; segregate from incompatible materials	As specified on MSDS	As required

## 5. Safe Material Handling Techniques

- Wear appropriate Personal Protective Equipment (PPE) as specified (e.g., gloves, masks, goggles).
- Use mechanical aids (trolleys, forklifts) for heavy loads.
- Label and seal all containers immediately after use.
- Practice good housekeeping by keeping storage areas clean and organized.

## 6. Contamination Prevention

- Separate raw materials based on their category and storage requirements.
- Use dedicated utensils and equipment for different material types.
- Regularly inspect storage areas for signs of pests, moisture, or damage.
- Report and quarantine any suspicious or compromised materials immediately.

## 7. Inventory Management

- Record incoming and outgoing materials in inventory logs.
- Implement FIFO (First-In, First-Out) or FEFO (First-Expired, First-Out) principles.
- Regularly audit stock levels and inspect expiry dates.
- Remove and dispose of expired or non-conforming materials according to company policy.

## 8. Compliance with Quality Standards

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- Adhere to all regulatory and company-specific requirements for raw material storage and handling.
- Ensure all staff receive training on this SOP and handling procedures.
- Document all deviations and corrective actions.

## 9. Revision and Review

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- Review this SOP annually or when there are changes in regulations or materials used.
- Update procedures as necessary to reflect process improvements.