

Standard Operating Procedure (SOP): Acquisition and Processing of New Materials

This SOP details the **acquisition and processing of new materials**, encompassing procurement procedures, quality assessment, storage protocols, and initial material handling. The objective is to ensure that all new materials meet specified standards, are processed efficiently, and integrated seamlessly into production workflows while maintaining safety and compliance with regulatory requirements.

1. Purpose

To establish standardized procedures for acquiring and processing new materials, ensuring consistency, quality, and compliance with industry regulations.

2. Scope

This SOP applies to all personnel involved in material procurement, receiving, inspection, storage, and preliminary processing within the organization.

3. Responsibilities

- **Procurement Team:** Initiates material orders, verifies supplier qualifications, and processes purchase documentation.
- **Quality Control (QC):** Inspects incoming materials for compliance with specifications.
- **Warehouse Staff:** Receives, stores, and issues materials according to established protocols.
- **Production Team:** Handles new materials during the initial processing stages and ensures proper documentation.
- **SOP Owner/Manager:** Reviews, updates, and ensures adherence to the SOP.

4. Definitions

Term	Definition
Material	Any raw material, component, or substance procured for use in production.
COA	Certificate of Analysis, provided by the supplier to verify material properties.
MSDS	Material Safety Data Sheet, outlining safety and handling information.

5. Procedure

5.1 Procurement

1. Identify material requirements based on production forecasts and specifications.
2. Review and approve qualified suppliers in accordance with the Approved Vendor List (AVL).
3. Issue purchase orders specifying required quantities, specifications, and delivery timelines.

5.2 Receiving and Documentation

1. Upon delivery, inspect packaging for damage and verify shipping documentation.
2. Record material receipt in the inventory management system.
3. Obtain and store relevant documents (COA, MSDS, delivery note) for each batch.

5.3 Quality Assessment

1. QC team inspects physical condition and matches against specifications.
2. Conduct sampling and laboratory analysis as needed.
3. Approve or reject materials based on inspection and test results.

5.4 Storage Protocols

1. Store materials according to manufacturer's recommendations (e.g., temperature, humidity).
2. Label materials with batch number, date received, and expiration (if applicable).
3. Ensure segregation of accepted, rejected, and quarantined materials.

5.5 Initial Material Handling

1. Issue materials to production in accordance with FIFO (First-In, First-Out) principles.
2. Document all movements and usage in the inventory management system.
3. Follow appropriate PPE and safety guidelines as outlined in the MSDS.

6. Safety and Compliance

- Ensure all personnel are trained in proper handling and PPE requirements.
- Comply with relevant local, national, and industry-specific regulations.
- Maintain updated records of all inspections, test results, and incident reports.

7. Documentation

- Purchase Orders
- COA and MSDS files
- Receiving logs
- Inspection and test reports
- Inventory records

8. Revision History

Version	Date	Description	Author/Approver
1.0	2024-06-17	Initial Release	SOP Owner