

# Standard Operating Procedure (SOP)

## Raw Material Receiving and Verification Process

This SOP details the **raw material receiving and verification process**, covering procedures for inspecting and accepting raw materials upon delivery. It includes verifying supplier documentation, checking material quality and quantity, recording discrepancies, and ensuring compliance with predefined standards. The goal is to maintain accurate inventory control, ensure raw materials meet quality requirements, and prevent production delays or quality issues due to defective or incorrect supplies.

### 1. Purpose

To outline a standardized procedure for receiving, inspecting, and verifying raw materials to ensure quality, compliance, and accurate inventory management.

### 2. Scope

This procedure applies to all personnel involved in receiving, inspecting, and accepting raw materials at [Company Name]'s facility.

### 3. Responsibilities

- **Receiving Staff:** Receive and inspect raw materials upon arrival.
- **Quality Control (QC):** Verify material quality and documentation.
- **Inventory Team:** Record accepted materials into inventory management system.
- **Procurement:** Resolve discrepancies with suppliers.

### 4. Procedure

1. **Preparation**
  - Ensure receiving area is clean and ready.
  - Prepare inspection tools, checklists, and personal protective equipment (PPE).
2. **Receiving**
  - Inspect vehicle condition and verify seal on delivery (if applicable).
  - Unload materials safely and check for visible damage.
3. **Documentation Verification**
  - Check supplier documentation (delivery note, bill of lading, certificate of analysis, etc.).
  - Verify material name, batch/lot number, and quantity against purchase order.
4. **Material Inspection**
  - Visually inspect materials for integrity, packaging, labeling, and contamination.
  - If required, take samples and forward to QC for testing/analysis.
5. **Acceptance or Rejection**
  - Accept materials that meet requirements and move to designated storage.
  - Tag and segregate non-conforming or suspect materials.
6. **Recordkeeping**
  - Update inventory records and receiving logs.
  - Record any discrepancies, damage, or deviations on the non-conformance log and notify QC/Procurement.
7. **Disposition**
  - Coordinate return or disposal of rejected materials as per company guidelines.

### 5. Documentation

Document	Responsibility	Retention Period
Receiving Log	Receiving Staff	2 Years
Supplier Documentation	Procurement	2 Years
Inspection Checklists	QC	2 Years
Non-conformance Log	QC	2 Years

### 6. References

- Purchase Orders
- Quality Standards/Specifications
- Company Non-Conformance Procedure

7. Revision History

Version	Date	Description of Change	Approved By
1.0	[Date]	Initial SOP Release	[Approver Name]