

SOP: Receiving and Inspecting Raw Materials and Packaging Supplies

This SOP details the process for **receiving and inspecting raw materials and packaging supplies**, covering procedures for verifying delivery accuracy, checking material quality and condition, ensuring compliance with specifications, recording discrepancies, and proper storage. The goal is to maintain product quality and ensure efficient inventory management by preventing the acceptance of damaged or non-conforming materials.

1. Purpose

To establish standardized procedures for receiving and inspecting raw materials and packaging supplies to ensure all incoming materials meet company requirements before acceptance and storage.

2. Scope

This procedure applies to all staff involved in the receiving, inspection, and storage of raw materials and packaging supplies at [Your Facility/Company Name].

3. Responsibilities

- **Receiving Personnel:** Responsible for unloading, verifying, and inspecting shipments.
- **Quality Control (QC):** Responsible for inspecting material compliance and reporting discrepancies.
- **Warehouse Supervisor:** Ensures SOP compliance and maintains records.

4. Procedure

1. **Preparation**
 - Ensure the receiving area is clean and prepared for incoming materials.
 - Have necessary equipment (e.g., scales, checklist, inspection tools) ready.
2. **Receiving Delivery**
 - Compare delivery documentation (packing list, purchase order) against expected shipments.
 - Note any discrepancies in quantity, supplier, or delivery conditions.
3. **Inspection**
 - Visually inspect packaging for damage, contamination, or tampering.
 - Verify material labels, batch numbers, and expiration dates.
 - Collect samples for Quality Control as required.
 - Check material against specifications (color, texture, size, etc.).
4. **Documentation**
 - Record findings on the Receiving and Inspection Log (see Records section).
 - Report any non-conformities to Quality Control and Warehouse Supervisor.
5. **Acceptance or Rejection**
 - If compliant, move materials to designated storage and update inventory records.
 - If non-conforming, segregate materials, label as "Hold" or "Rejected," and notify relevant personnel for further action.

5. Records

Record	Responsible Person	Retention Period
Receiving and Inspection Log	Receiving Personnel	2 years
Non-Conformance Report	QC	2 years

6. References

- Company Purchase Order Procedures
- Material Specification Sheets
- Storage and Handling Guidelines

7. Revision History

Revision	Date	Description	Approved by
1.0	[Date]	Initial Release	[Name/Title]