

SOP: Procurement, Supplier Coordination, and Ingredient Quality Checks

This SOP describes the processes for **procurement, supplier coordination, and ingredient quality checks**, ensuring efficient acquisition of materials, effective communication with suppliers, and rigorous assessment of ingredient quality. It covers supplier selection and evaluation, purchase order management, delivery scheduling, and quality control inspections to maintain compliance with company standards and regulatory requirements. The goal is to secure high-quality ingredients, optimize supply chain performance, and support consistent product excellence.

1. Purpose

To outline procedures for selecting suppliers, procuring ingredients, coordinating supply logistics, and conducting quality checks to ensure product integrity and compliance with standards.

2. Scope

This SOP applies to all personnel involved in procurement, supplier management, and quality control of ingredients within the company.

3. Responsibilities

Role	Responsibility
Procurement Manager	Oversee supplier selection, negotiate contracts, and manage procurement process.
Quality Assurance (QA) Team	Conduct ingredient quality inspections and ensure compliance with standards.
Receiving Staff	Log deliveries and report discrepancies or quality issues immediately.
Suppliers	Deliver ingredients in accordance with agreed specifications and timelines.

4. Procedure

- Supplier Selection & Evaluation**
 - Identify potential suppliers based on requirements.
 - Evaluate based on quality certifications, delivery reliability, and cost.
 - Conduct audits as needed and create approved supplier list.
 - Review supplier performance annually or after incidents.
- Purchase Order Management**
 - Prepare and send purchase orders (PO) with detailed specifications.
 - Confirm PO receipt with supplier and agree on delivery timeline.
 - Record issued POs for traceability.
- Delivery Scheduling and Coordination**
 - Coordinate with supplier on delivery dates and logistics.
 - Communicate any schedule changes promptly to all stakeholders.
- Ingredient Receiving & Quality Checks**
 - Inspect ingredients on arrival for quantity, packaging integrity, and condition.
 - Conduct quality checks per company standards, including sensory and laboratory analyses if required.
 - Document findings and accept or reject deliveries as appropriate.
- Non-Conformance Management**
 - Report non-conforming ingredients to QA and procurement.
 - Initiate corrective action with supplier as needed.
 - Document all issues and resolutions for recordkeeping.
- Records and Documentation**
 - Maintain updated supplier lists, POs, delivery logs, and quality inspection reports.
 - Archive documentation following company policy and regulatory guidelines.

5. References

- Company Procurement Policy
- Supplier Approval & Evaluation Checklist

- Ingredient Quality Specifications
- Relevant Regulatory Guidelines (e.g., FDA, ISO 22000)

6. Revision History

Date	Version	Description	Author
2024-06-10	1.0	Initial release	Admin