

# Standard Operating Procedure (SOP)

## Raw Material Receiving and Inspection

This SOP details the **raw material receiving and inspection** process, covering the procedures for accepting, verifying, and inspecting incoming raw materials to ensure they meet quality standards and specifications. It includes guidelines for documentation, handling, sampling, and reporting discrepancies to maintain the integrity of the production process and prevent the use of substandard materials.

### 1. Purpose

To establish a systematic procedure for receiving, inspecting, and documenting all incoming raw materials to ensure compliance with quality requirements prior to acceptance into inventory.

### 2. Scope

This SOP applies to all personnel involved in the raw material receiving and inspection process at the facility.

### 3. Responsibilities

- **Warehouse Staff:** Responsible for receipt, initial verification, and storage of materials.
- **Quality Control (QC) Personnel:** Responsible for sampling, inspecting, documenting, and approving/rejecting materials.
- **Purchasing Department:** Communicates with suppliers and manages documentation requirements.

### 4. Procedure

#### 4.1 Raw Material Receiving

1. Receive the shipment at the designated receiving area.
2. Verify the shipment against the purchase order (PO), delivery note, and material specification documents.
3. Check packages for integrity and evidence of damage or tampering.
4. Record relevant details in the Raw Material Receipt Log (see **Section 6**).

#### 4.2 Inspection and Sampling

1. QC personnel to review labels for product identification, batch/lot number, and expiry date.
2. Collect samples following the standard sampling plan (refer to sampling SOP, if applicable).
3. Perform visual inspection and, where required, analytical testing as per specifications.
4. Document inspection results in the Inspection Report.

#### 4.3 Approval and Storage

1. If material meets specification, label as "Accepted" and transfer to designated storage.
2. If material fails inspection, label as "Rejected," segregate from usable stock, and notify Purchasing for supplier communication.

#### 4.4 Documentation and Reporting

- Complete all relevant documentation as listed in **Section 6**.
- Report discrepancies, non-conformances, or damage to supervisor and log corrective actions taken.

### 5. Definitions

- **Raw Materials:** Any basic substance used in the manufacturing process before being processed or transformed into finished products.
- **Inspection:** Examination of materials for adherence to quality standards and specifications.
- **Sampling:** Procedure of collecting representative material for testing/inspection.

6. Related Forms and Records

Document Name	Description
Raw Material Receipt Log	Record of all incoming materials, quantities, supplier, and PO numbers.
Inspection Report	Details of inspection findings and approval/rejection status.
Non-Conformance Report	Documentation of discrepancies or issues and actions taken.
Certificate of Analysis (CoA)	Supplier-provided document verifying material specifications, to be verified during inspection.

7. References

- Company Material Sampling SOP
- Company Quality Manual
- Applicable regulatory requirements

8. Revision History

Revision	Date	Description	Approved By
1.0	2024-06-30	Initial release	Quality Manager