SOP: Raw Material Receiving and Quality Inspection Process

This SOP details the **raw material receiving and quality inspection process**, encompassing the verification of incoming raw materials, documentation and record-keeping, physical and chemical quality checks, compliance with specifications, handling and storage procedures, and reporting of non-conformances. The goal is to ensure that all raw materials meet predefined quality standards before entering production to maintain product integrity and safety.

1. Purpose

To define the standardized process for receiving and inspecting raw materials to ensure their quality and compliance with established specifications.

2. Scope

This SOP applies to all raw materials received at the facility for use in production.

3. Responsibilities

- **Warehouse Staff:** Responsible for unloading, checking, and storing materials.
- **Quality Control (QC) Personnel:** Responsible for sampling, inspection, testing, and documenting results.
- **Procurement and Inventory Team:** Responsible for verifying delivery and related documentation.
- **Production Manager:** Responsible for releasing materials for production use.

4. Procedure

1. **Raw Material Receipt**
   - Receive materials at the designated receiving area.
   - Check delivery for physical damage and match against purchase order (PO), delivery note, and packing list.
   - Record date, supplier, material name, lot/batch number, and quantity.
2. **Documentation and Record-Keeping**
   - Ensure all documents (COA, MSDS, etc.) are received and validated against specifications.
   - Maintain records in receipt and inspection logbooks or electronic systems.
3. **Sampling and Quality Inspection**
   - QC personnel collect representative samples as per sampling plan.
   - Perform physical checks (appearance, color, packaging integrity, labeling).
   - Conduct chemical and/or microbiological tests as required by specification.
   - Record observations and results in inspection records.
4. **Compliance Verification**
   - Compare test results to standard specifications.
   - Accept or reject material based on compliance.
5. **Handling and Storage**
   - Quarantine materials pending inspection with appropriate labeling ("Quarantine" tags).
   - Approved materials are labeled "Released" and moved to designated storage areas under appropriate conditions.
   - Rejected materials are labeled "Rejected" and moved to a segregated area for further action.
6. **Non-Conformance Reporting**
   - Document any deviations or non-conformances.
   - Report issues to Quality Assurance (QA) and initiate corrective actions as per SOP.

5. Documentation

- Raw Material Receipt Log
- Inspection and Testing Records
- Non-Conformance Reports
- COA, MSDS, and supplier documentation

6. References

- Company Quality Manual
- Material Specifications

- Relevant Regulatory Standards

7. Revision History

Version	Date	Description	Approved by
1.0	2024-06-01	Initial Release	QA Manager