Standard Operating Procedure (SOP): Raw Material Verification and Acceptance Procedures

This SOP details the **raw material verification and acceptance procedures**, encompassing inspection criteria, quality standards compliance, documentation requirements, supplier verification, sampling and testing protocols, and handling of non-conforming materials. The objective is to ensure that all incoming raw materials meet specified quality and safety standards before acceptance into inventory, thereby maintaining product integrity and operational efficiency.

1. Purpose

To establish standardized procedures for verifying and accepting raw materials, ensuring compliance with all regulatory and organizational requirements for quality and safety.

2. Scope

This SOP applies to all raw materials delivered to the facility and involves all personnel responsible for receiving, inspecting, testing, and storing raw materials.

3. Responsibilities

- **Receiving Personnel:** Initial inspection and documentation.
- **Quality Control (QC):** Sampling, testing, and acceptance decision.
- **Procurement:** Supplier qualification and maintaining approved supplier lists.
- **Warehouse Staff:** Correct storage and handling post-acceptance.

4. Procedure

1. **Supplier Verification**
   - Confirm the supplier is on the approved supplier list.
   - Review supplier documentation and certificates of analysis (COA).
2. **Receiving Inspection**
   - Verify delivery documentation (invoice, packing slip, COA, etc.).
   - Check labeling, packaging integrity, and expiration dates.
   - Record delivery details in the Raw Materials Log.
3. **Sampling and Testing**
   - Collect samples as per sampling plan (reference internal sampling SOP).
   - Conduct tests for compliance with predetermined specifications (physical, chemical, microbiological, as applicable).
   - Document results in the inspection report.
4. **Quality Standards Compliance**
   - Ensure all results meet internal and external standards applicable to the material.
   - Review certificate of analysis and compare with test results.
5. **Acceptance or Rejection**
   - If all criteria are met, release the material for use; mark as "Accepted" in inventory system.
   - If non-conformance is identified, label material as "Quarantined" and segregate. Initiate a non-conformance report and follow material disposition procedures.

5. Documentation Requirements

- Raw Material Receiving Log
- Inspection/Testing Reports
- Certificates of Analysis (COA)
- Supplier Qualification Files
- Non-Conformance Reports

6. Handling of Non-Conforming Materials

1. Segregate and label non-conforming materials immediately upon identification.
2. Notify the Quality Manager and document details in the non-conformance log.
3. Conduct investigation and decide on disposition (return to supplier, reprocessing, or disposal) as per material disposition SOP.

7. Records Retention

All records related to raw material verification and acceptance shall be maintained for a minimum of **__ years** (define as per regulatory or company policy).

8. References

- Internal Sampling SOP
- Material Disposition SOP
- Relevant Regulatory Requirements
- Supplier Qualification Policy

9. Revision History

Version	Date	Description	Approved By
1.0	2024-06-08	Initial Release	[Name/Title]