

SOP: Component and Materials Verification Protocol

This SOP details the **component and materials verification protocol**, encompassing the procedures for identifying, inspecting, and validating all incoming materials and components to ensure they meet specified quality and compliance standards. It covers documentation requirements, approval processes, handling of non-conforming items, and traceability measures to maintain product integrity throughout production.

1. Purpose

To ensure all incoming components and materials are verified, inspected, and validated according to pre-defined quality and regulatory standards before entering the production process.

2. Scope

This protocol applies to all raw materials, components, and sub-assemblies received for use in production.

3. Responsibilities

- **Receiving Personnel:** Unload and visually inspect incoming shipments.
- **Quality Control (QC) Inspectors:** Conduct detailed verification and validation activities.
- **Warehouse Staff:** Ensure materials are properly stored and labeled after approval.
- **Quality Assurance (QA):** Review records, approve materials, and oversee handling of non-conforming items.

4. Procedure

4.1. Identification of Incoming Materials

- Verify shipping documentation against purchase orders (POs).
- Assign unique lot or batch numbers for traceability.

4.2. Inspection and Verification

- Visually inspect packages for damage, tampering, or contamination.
- Check material labeling for correct identity and specification compliance.
- Conduct sampling and testing as per defined acceptance criteria (refer to quality plan or material specification sheet).
- Document inspection results in the **Incoming Material Inspection Log**.

4.3. Approval Process

- If all criteria are met, mark the batch as "Accepted" and move to approved storage.
- If non-conformance is detected, segregate the batch and initiate a **Non-Conformance Report (NCR)**.
- QA reviews NCRs and determines disposition (rework, return, or scrap).

4.4. Documentation Requirements

- Incoming Material Inspection Log
- Material Certificates of Analysis/Compliance
- Non-Conformance Reports (if applicable)
- Traceability records (lot/batch numbers, supplier details, receipt date)

4.5. Handling and Storage

- Store accepted materials in designated, labeled locations.
- Ensure segregation of non-conforming or quarantined stock to prevent accidental use.

4.6. Traceability Measures

- Maintain linkage between incoming material records and production batches.
- Ensure materials are traceable from receipt to finished product distribution.

5. Records and Retention

- All inspection, approval, and disposition records must be retained for a minimum of **X years** in accordance with company policy and regulatory requirements.

6. Revision History

Version	Date	Description	Prepared by	Approved by
1.0	2024-06-15	Initial release	[Name]	[Approver]