

# Standard Operating Procedure (SOP)

## Raw Material Receiving and Inspection Procedures

This SOP details the **raw material receiving and inspection procedures**, covering the systematic process for receiving raw materials, verifying delivery documentation, conducting quality and quantity inspections, identifying non-conformities, and ensuring compliance with company standards. The objective is to guarantee that all raw materials meet specified quality requirements before acceptance, thereby supporting production efficiency and maintaining product integrity.

### 1. Purpose

To define procedures for receiving, inspecting, and accepting or rejecting raw materials delivered to the facility, ensuring only materials that meet defined quality standards are used in production.

### 2. Scope

This procedure applies to all raw materials delivered to, and received by, the warehouse/stores at [Company Name].

### 3. Responsibilities

- **Warehouse Personnel:** Receive deliveries, verify documentation, and report issues.
- **Quality Control (QC) Inspector:** Inspect, test, and document the quality/quantity of materials.
- **Purchasing Department:** Coordinate with suppliers and address discrepancies.
- **Production Supervisor:** Ensure only approved materials are issued for production.

### 4. Procedure

#### 1. Receiving Raw Material

- a. Confirm the scheduled delivery and allocate unloading area.
- b. Check that vehicles meet hygiene/safety requirements.
- c. Unload materials carefully, avoiding damage/contamination.

#### 2. Documentation Verification

- a. Request and review delivery documents (packing list, invoice, COA, etc.).
- b. Check material name, code, batch number, quantities, and specifications versus purchase order.

#### 3. Quantity Inspection

- a. Count and record total units/packages received.
- b. Compare received quantities with purchase orders and delivery notes.

#### 4. Quality Inspection

- a. Inspect packaging for damage, contamination, or tampering.
- b. Sample raw materials according to established sampling plans.
- c. Conduct physical, chemical, and/or microbiological testing as required.
- d. Review Certificate of Analysis (COA) as applicable.

#### 5. Identification of Non-conformities

- a. Document and tag any non-conforming materials.
- b. Report issues to the QC Manager and Purchasing Department.
- c. Segregate non-conforming materials for further decision (return, rework, or disposal).

#### 6. Acceptance and Rejection

- a. Approve conforming materials, update records, and move to approved storage.
- b. Reject/dispose/return non-conforming materials following company protocols.

#### 7. Documentation

- a. Complete the Raw Material Receiving Log and Inspection Report.
- b. Attach all supporting documents for record-keeping.
- c. Notify relevant departments of disposition results.

### 5. Documentation and Records

- Raw Material Receiving Log
- Inspection Reports
- Non-conformance Report
- Certificates of Analysis (COA)
- Return/Disposition Records

## 6. References

- Company Quality Manual
- Purchase Orders and Supplier Agreements
- Applicable regulatory and industry standards

## 7. Revision History

Revision	Date	Description of Change	Approved By
01	2024-06-30	Initial release	[Approver Name]