

Standard Operating Procedure (SOP)

Raw Material Transfer to Production Area

This SOP details the **raw material transfer to production area** process, including receiving inspections, proper handling techniques, documentation requirements, contamination prevention, and safety protocols. The purpose is to ensure the efficient, accurate, and safe movement of raw materials from storage to the production line, maintaining material quality and compliance with operational standards.

1. Purpose

To establish a standard procedure for the transfer of raw materials from the storage area to the production area, ensuring quality, traceability, and safety.

2. Scope

This procedure applies to all personnel involved in handling, transferring, and documenting raw materials destined for production.

3. Responsibilities

- **Store Personnel:** Ensure correct picking, inspection, and documentation of raw materials.
- **Production Personnel:** Verify and receive materials.
- **Quality Assurance (QA):** Oversee compliance, review documentation, and audit procedures.

4. Materials/Equipment Required

- Pallet jacks, trolleys, or forklifts
- Personal Protective Equipment (PPE)
- Raw material transfer logs/forms
- Labels and identification tags
- Cleaning/disinfection materials (if applicable)

5. Procedure

1. **Receiving Inspection**
 - Verify batch number, expiry date, and quantity against the requisition/order form.
 - Inspect packaging for damage or contamination.
 - Isolate and report any nonconforming material to QA.
2. **Preparation for Transfer**
 - Don necessary PPE before handling raw materials.
 - Sanitize equipment and ensure transfer vehicles are clean and free from contaminants.
 - Confirm that the destination production area is ready to receive materials.
3. **Material Handling**
 - Handle materials gently to avoid physical damage or spillage.
 - Segregate allergenic or hazardous materials as required.
 - Securely stack or contain materials during transfer.
4. **Transfer to Production Area**
 - Use designated, clean transport paths.
 - Avoid cross-contamination by not mixing different material types during transfer.
 - Deliver directly to assigned locations in the production area.
5. **Documentation**
 - Complete raw material transfer log, recording:
 - Date and time of transfer
 - Material name, lot/batch number, and quantity
 - Names and signatures of personnel involved
 - Retain documents as per record-keeping policy.
6. **Post-Transfer Checks**
 - QA or production staff inspects materials once received.
 - Report and document any discrepancies immediately.

6. Contamination Prevention & Safety

- Enforce hand hygiene and PPE use at all stages.
- Keep raw materials covered and properly labeled during transfer.
- Promptly clean spills using approved procedures.
- Ensure proper material segregation based on allergen, chemical, or microbiological risk.
- Follow site-specific safety protocols and emergency procedures.

7. Documentation Requirements

Document/Form	Retention Period	Responsible
Raw Material Transfer Log	3 Years	Store Personnel
Inspection Checklist	3 Years	QA/Store Personnel
Non-Conformance Reports	3 Years	QA

8. References

- Current Good Manufacturing Practices (cGMP)
- Company Quality Manual
- Material Safety Data Sheets (MSDS)
- Internal Material Handling & Safety Policies

9. Revision History

Version	Date	Description	Approved by
1.0	2024-06-25	Initial SOP Template Release	QA Manager