SOP: Raw Material Verification and Staging Procedures

This SOP defines the **raw material verification and staging procedures**, including receiving and inspecting raw materials, verifying material specifications and documentation, identifying and labeling approved materials, proper storage and staging techniques, and maintaining accurate records. The goal is to ensure that only quality-assured raw materials are used in production, minimizing errors and production delays while maintaining traceability and compliance with regulatory standards.

1. Purpose

To outline detailed procedures for receiving, verifying, labeling, storing, and staging raw materials prior to use in production, ensuring traceability and compliance with regulatory requirements.

2. Scope

This procedure applies to all personnel involved in material receiving, inspection, warehousing, and production within the facility.

3. Responsibilities

- Receiving Personnel: Receive and inspect incoming raw materials, document findings.
- Quality Assurance (QA): Verify conformance to specifications, approve or reject materials.
- Warehouse Personnel: Store, identify, and stage approved materials appropriately.
- Production Personnel: Use only staged and approved raw materials.

4. Definitions

- **Raw Material:** Any material received for use in manufacturing or processing finished products.
- **Staging:** Preparation and placement of materials in designated areas for production use.
- **COA:** Certificate of Analysis, a document confirming material specifications.

5. Procedure

1. **Receiving and Inspection**
   - Upon delivery, verify shipping documents (Packing List, COA, etc.) against the Purchase Order.
   - Inspect materials for correct quantity, labeling, integrity of packaging, and absence of damage.
   - Report any discrepancies or damages to QA and document the findings.
2. **Verification of Material Specifications**
   - QA reviews COA and other provided documentation to confirm compliance with specifications.
   - Conduct sample testing as required by quality standards.
   - Approve or reject materials based on results; rejected lots must be segregated and documented.
3. **Identification and Labeling**
   - Upon approval, warehouse personnel affix identification labels indicating status (e.g., "Approved," "Quarantined," or "Rejected"), batch/lot number, date received, and expiry date if applicable.
   - Labels must be clear and legible.
4. **Storage**
   - Store materials in designated areas as per storage requirements (temperature, humidity, segregation of allergens, etc.).
   - Comply with FIFO (First-In, First-Out) or FEFO (First-Expiry, First-Out) as appropriate.
   - Restricted access to approved personnel only.
5. **Staging for Production**
   - Transfer only approved and labeled materials to staging areas before production.
   - Record materials moved to staging, including lot number, quantity, and destination.
6. **Recordkeeping**
   - Maintain accurate records for receipts, inspections, approvals, rejections, and movement of materials.
   - All documentation must be retained according to company record retention policy and regulatory requirements.

6. Documentation and Forms

Document/Form	Description

Document/Form	Description
Raw Material Receiving Log	Records receipt and initial inspection of all raw materials
Inspection Checklist	Checklist completed during QA verification process
Material Label Template	Standard template for material identification labels
Staging Record Sheet	Documentation of material movement to staging areas
Non-Conformance Report	Documentation for any rejected, damaged or out-of-spec material

7. References

- Current Good Manufacturing Practice (cGMP) regulations
- Company Quality Manual
- Supplier Material Specifications

8. Revision History

Version	Date	Changes
1.0	2024-06-15	Initial SOP release