SOP: Recording Lot Numbers, Batch Details, and Delivery Quantities

This SOP details the process for accurately **recording lot numbers, batch details, and delivery quantities** to ensure traceability and inventory control. It covers the identification of lot and batch information upon receipt, proper documentation methods, verification of delivered quantities against purchase orders, and the importance of timely and accurate data entry to support quality assurance, regulatory compliance, and efficient supply chain management.

1. Purpose

To establish a standard procedure for recording lot numbers, batch details, and delivery quantities to ensure traceability, support quality assurance, achieve regulatory compliance, and maintain effective inventory control.

2. Scope

This procedure applies to all employees responsible for receiving, documenting, and managing inventory in the warehouse, production, and quality departments.

3. Responsibilities

- **Warehouse Staff:** Inspect and record lot, batch, and delivery information upon receipt.
- **Quality Assurance:** Verify documentation and ensure traceability is maintained.
- **Inventory Management:** Enter accurate data into relevant systems promptly.

4. Procedure

1. **Receiving Goods:**
    - Verify all goods upon arrival against purchase orders.
    - Identify and record lot numbers and batch details from packaging or supplier documentation.
2. **Documentation:**
    - Complete the Lot/Batch & Delivery Record Form (see below).
    - Ensure the data is legible, accurate, and complete.
3. **Verification:**
    - Cross-check delivered quantities with purchase orders and record discrepancies.
    - Report any mismatches to the Inventory/Quality teams immediately.
4. **Data Entry:**
    - Enter all recorded information into the designated inventory management system or log.
    - Ensure data entry occurs within one business day of receipt.
5. **Review & Filing:**
    - Review records for correctness before filing both physical and electronic copies.
    - Ensure all records are accessible for audits and traceability checks.

5. Lot/Batch & Delivery Record Form (Sample)

Date Received	Product Name	Lot Number	Batch Number	Quantity Delivered	PO Number	Received By	Comments
YYYY-MM-DD	Example Product	LOT12345	BATCH67890	100 units	PO-2024-001	John Doe	No discrepancies

6. References

- Purchase Orders
- Supplier Delivery Notes
- Internal Inventory Management SOPs

7. Revision History

Version	Date	Description	Approved By
1.0	2024-06-14	Initial issue	QA Manager