

Standard Operating Procedure (SOP)

Storage and Handling Procedures for Raw and Finished Goods

This SOP details the **storage and handling procedures for raw and finished goods**, covering proper storage conditions, inventory management, handling techniques to prevent damage, contamination control, and safety protocols. It ensures the integrity and quality of materials throughout the supply chain by minimizing risks associated with improper storage and handling practices.

1. Purpose

To outline standardized procedures for the safe and effective storage and handling of raw materials and finished goods, ensuring product quality, safety, and regulatory compliance.

2. Scope

This SOP applies to all personnel involved in receiving, storing, handling, and distributing raw and finished goods at [Facility Name/Location].

3. Responsibilities

- **Warehouse/Storage Personnel:** Follow all procedures for product handling and storage.
- **Supervisors/Managers:** Ensure compliance, oversee training and implementation.
- **Quality Assurance:** Monitor adherence and handle deviations/non-conformance.

4. Procedure

4.1. Receiving Goods

- Inspect goods upon arrival for damage, contamination, and correct labeling.
- Verify quantities and batch numbers against purchase orders.
- Record all received items in the inventory management system.

4.2. Storage Conditions

- Store items in designated, clean, and organized areas (raw and finished goods must be segregated).
- Maintain temperature, humidity, and other environmental conditions as per product requirements.
- Monitor and record storage conditions regularly, calibrate equipment as scheduled.
- Avoid direct sunlight, pest infestation, and keep goods off the floor on appropriate pallets or racks.

4.3. Inventory Management

- Implement FIFO (First-In, First-Out) or FEFO (First-Expired, First-Out) as applicable.
- Perform periodic stock counts and reconcile discrepancies.
- Label all items clearly with status (e.g., quarantine, released, rejected).
- Maintain an updated inventory log at all times.

4.4. Handling Techniques

- Use appropriate equipment (forklifts, pallet jacks, PPE) when moving goods.
- Avoid stacking goods beyond recommended limits.
- Protect goods from impact, compression, or other physical damage.
- Minimize manual handling where possible to prevent injuries and damage.

4.5. Contamination and Damage Control

- Prohibit eating, drinking, or smoking in storage areas.
- Immediately segregate items showing evidence of contamination or damage.
- Clean storage areas routinely and manage spills per cleaning protocols.
- Dispose of non-conforming products according to waste management SOP.

4.6. Safety Protocols

- Enforce proper PPE usage according to material being handled.
- Maintain clear access to exits, fire extinguishers, and emergency equipment.
- Train all staff in safe material handling procedures and emergency response.

5. Documentation

- Maintain records of receiving, storage conditions, inventory transactions, and staff training for a minimum of [X Years].
- Ensure documentation is readily retrievable for inspection/audit.

6. References

- [Insert relevant regulatory requirements, e.g., FDA, GMP, ISO standards]
- Company Policies related to storage, handling, and quality assurance

7. Revision History

Version	Date	Revision Details	Approved By
1.0	[Effective Date]	Initial creation	[Approver Name/Title]