

Standard Operating Procedure (SOP)

Raw Material Receiving and Inspection Procedures

Purpose: To detail the procedures for receiving and inspecting raw materials to ensure their quality and compliance with stipulated requirements.

Scope: This procedure applies to all raw materials received at [Company Name] for use in manufacturing and production.

Responsibilities:

- **Receiving Personnel:** Responsible for verifying documents, inspecting materials, and initial documentation.
- **Quality Assurance (QA):** Responsible for sampling, quality testing, and final approval or rejection.
- **Warehouse Staff:** Responsible for proper labeling and storage of accepted materials.
- **Procurement/Supply Chain:** To communicate with suppliers in case of discrepancies or non-conformance.

Procedure

1. Receipt of Raw Materials

- Upon arrival, check the condition of the delivery vehicle and external packaging for signs of damage or contamination.
- Record the delivery date, time, and vehicle details.

2. Verification of Delivery Documents

- Confirm the delivery note, purchase order, and raw material specifications against the shipment.
- Verify material name, grade, quantity, batch/lot numbers, and supplier details.

3. Physical Inspection

- Inspect packaging for integrity, leakage, tampering, or contamination.
- Check for physical damage, off-odors, or visible foreign matter.
- Note any discrepancies on the receiving form.

4. Sampling and Quality Testing

- Sample the raw material as per established sampling plans and SOPs.
- Send collected samples to the QA laboratory for analysis.
- Isolate raw materials in **quarantine** storage pending test results.

5. Labeling and Documentation

- Label received materials with unique batch numbers and quarantine tags.
- Complete receiving and inspection checklists, and attach all relevant documentation.

6. Handling and Storage

- Upon QA approval, move materials to designated storage areas under appropriate environmental conditions (temperature, humidity, etc.).
- Rejected or nonconforming materials must be labeled and stored separately for return or disposal.

7. Communication of Discrepancies

- Report and document any discrepancies, damages, or non-conformances.
- Notify the supplier immediately and initiate claim or return process as needed.

Records

- Receiving Log
- Inspection Checklist
- Sample Collection Record
- QA Test Report
- Non-conformance Report (if applicable)
- Supplier Communication Record

References

- Company Quality Manual
- Raw Material Specification Sheets
- Sampling SOP
- ISO 9001 Standard (or applicable quality system standard)

Revision History:

Version	Date	Description	Approved By
1.0	[Insert Date]	Initial Issue	[Insert Name]