Standard Operating Procedure (SOP)
Raw Material Receiving and Inspection Protocols

1. Purpose

This SOP defines the **raw material receiving and inspection protocols**, covering procedures for verifying supplier documentation, inspecting the quality and quantity of raw materials, handling and storage requirements, contamination prevention, non-conformance management, and record keeping. The goal is to ensure that all incoming raw materials meet predefined quality standards to maintain product integrity and regulatory compliance.

2. Scope

This procedure applies to all personnel involved in the receiving, inspection, and storage of raw materials at [Company Name].

3. Responsibilities

- **Receiving Personnel:** Responsible for coordinating unloading, verifying documentation, and preliminary inspection.
- **Quality Control (QC) Staff:** Responsible for thorough inspection, sampling, and testing of materials as per specifications.
- **Warehouse Staff:** Responsible for proper storage and handling of materials, including segregation of non-conforming items.
- **Document Control:** Ensures that all records are accurately maintained and archived.

4. Procedure

1. **Supplier Documentation Verification**
    - Check accompanying documents (Delivery Note, Certificate of Analysis/Conformance, Material Safety Data Sheet, Purchase Order) against the shipment.
    - Verify supplier details, batch numbers, and product identification.
    - Highlight and report incomplete or missing documentation to the Procurement/QC department.
2. **Receiving and Initial Inspection**
    - Inspect packaging for damage, signs of tampering, or contamination.
    - Cross-check the delivered quantity against order specifications.
    - Record all findings in the Raw Material Receiving Log.
3. **Quality Inspection**
    - QC staff to sample raw materials as per sampling plan/SOP.
    - Visually inspect for defects, discoloration, foreign materials, or other non-conformities.
    - Conduct laboratory tests or analysis as required.
4. **Handling and Storage**
    - Segregate and label materials as "Quarantined" until QC approval is granted.
    - Store approved materials in designated, clean, and suitable areas as per storage conditions.
    - Ensure incompatible materials are stored separately to prevent cross-contamination.
5. **Contamination Prevention**
    - Maintain cleanliness of unloading, inspection, and storage areas.
    - Use clean, dedicated tools, and PPE while handling different materials.
    - Follow spill control and waste management procedures in case of leakage or accident.

6. **Non-Conformance Management**
    - Identify, label, and isolate non-conforming materials immediately.
    - Raise a Non-Conformance Report (NCR) and inform the QC and Procurement departments.
    - Investigate root cause and decide on disposition (return, rework, or destruction).
7. **Record Keeping**
    - Maintain records of receiving logs, inspection reports, test results, and NCRs (where applicable).
    - Store records securely for a minimum period as required by company policy or applicable regulations.

5. Documentation and Records

Record Name	Responsibility	Retention Period	Location
Raw Material Receiving Log	Receiving Personnel	3 years	Receiving Office
Inspection Reports	QC Staff	3 years	QC Department
Certificate of Analysis/Conformance	Procurement/QC	3 years	Document Control Center
Non-Conformance Reports (NCRs)	QC Staff	5 years	QC Department

6. References

- Company Quality Manual
- Applicable Regulatory Guidelines (e.g., GMP, ISO 9001)
- Material Specification Documents
- Sampling and Testing SOPs

7. Revision History

Version	Date	Description of Change	Approved By
1.0	[Date]	Initial Release	[Name/Title]