

# SOP: In-process Material Handling and Traceability Procedures

This SOP details the **in-process material handling and traceability procedures**, covering the systematic management of materials during production, proper documentation and tracking methods, identification and segregation of materials, handling protocols to prevent contamination or mix-ups, and maintaining accurate records for accountability and quality control. The goal is to ensure efficient workflow, product integrity, and compliance with regulatory standards through reliable traceability and material handling processes.

## 1. Purpose

To define standardized procedures for the handling, identification, traceability, and documentation of materials during the production process to maintain product integrity and regulatory compliance.

## 2. Scope

This SOP applies to all staff involved in receiving, handling, processing, and documenting in-process materials in the production areas.

## 3. Responsibilities

- **Production Staff:** Adhere to procedures for material handling and documentation.
- **Quality Assurance:** Monitor compliance and perform periodic audits.
- **Supervisors/Managers:** Ensure training and implementation of SOP.

## 4. Definitions

Term	Definition
In-process Material	Material that is in any stage of processing between the start and end of manufacturing.
Traceability	Ability to track and document the history, application, or location of materials.

## 5. Procedures

### 5.1 Material Receipt and Identification

- Verify delivery documents and inspect for integrity.
- Assign unique lot/batch numbers to each material.
- Label all containers/packages promptly with ID, batch/lot number, and status (e.g., "Released", "Quarantined").

### 5.2 In-Process Material Handling

- Follow designated routes and approved bins or containers.
- Ensure physical segregation of materials from different batches or statuses.
- Prevent cross-contamination or mix-ups using appropriate barriers and signs.
- Handle materials with clean, dedicated tools and PPE.

### 5.3 Documentation and Traceability

- Record all material movements in the Material Log Sheet or electronic system with time, date, responsible person, and batch/lot details.
- Ensure batch records are updated at every stage of processing.
- Maintain chain-of-custody for critical materials via authorization signatures/approvals.

### 5.4 Verification and Control

- QA to conduct spot checks on documentation and material status.
- Perform regular reconciliation of material quantities.

- Investigate and resolve discrepancies immediately.

## 6. Recordkeeping

- All logs, batch records, and movement records to be retained for a minimum of **\_\_ years** as per regulatory requirement.
- Records should be accessible for audits and reviews.

## 7. Training

- All personnel must receive training on this SOP before handling in-process materials.
- Refresher training to be conducted annually or when changes are made to the procedure.

## 8. Attachments & Forms

- Material Log Sheet (Template)
- Batch Record Template
- Deviation/Discrepancy Report Form

## 9. Revision History

Version	Date	Description	Approved By
1.0	YYYY-MM-DD	Initial issuance	_____