

SOP: Inspection and Quality Check of Incoming Materials

1. Purpose

To outline the process for inspection and quality check of incoming materials, ensuring all materials meet required quality standards before use in production.

2. Scope

This SOP applies to all materials, components, and products received from suppliers and intended for use in production.

3. Responsibilities

- **Receiving Personnel:** Initial receipt, identification, and delivery of materials to QC.
- **Quality Control (QC) Inspectors:** Perform inspections and document results.
- **Purchasing Department:** Communicate with suppliers regarding any non-conformances and corrective actions.
- **Warehouse Staff:** Store accepted materials and segregate non-conforming items.

4. Procedure

1. **Receipt of Materials**
 - Verify delivery against purchase order (PO), packing list, and material specifications.
2. **Visual Inspection**
 - Check for physical damage, contamination, correct labeling, and packaging integrity.
3. **Dimensional Inspection**
 - Measure dimensions and compare with the required specifications and drawings, if applicable.
4. **Testing for Compliance**
 - Perform sample testing, functional checks, or laboratory tests as specified in quality standards.
5. **Documentation**
 - Record all inspection results in the Incoming Materials Inspection Log (see section 6).
6. **Handling Non-Conforming Materials**
 - Label and segregate non-conforming items.
 - Initiate a Non-Conformance Report (NCR).
 - Inform the Purchasing Department for supplier communication and corrective actions.
7. **Release and Storage**
 - Release and store accepted materials in the designated area for production use.

5. References

- Purchase Order (PO) Documents
- Material Specifications and Drawings
- Quality Standards Manual
- Non-Conformance Report (NCR) Template

6. Records

Record Type	Responsible Person	Retention Period
Incoming Materials Inspection Log	QC Inspector	3 years
Non-Conformance Reports	Quality Manager	3 years
Supplier Communication Records	Purchasing Dept.	3 years

7. Attachments

- Sample Incoming Materials Inspection Log
- Non-Conformance Report Template

8. Revision History

Version	Date	Description of Change	Prepared By	Approved By
1.0	2024-06-07	Initial issue	Quality Manager	Operations Manager