Standard Operating Procedure (SOP): Procurement and Quality Control of Ingredients

This SOP details the **procurement and quality control of ingredients**, encompassing supplier selection and evaluation, ingredient sourcing and purchasing procedures, quality inspection and testing protocols upon receipt, storage and handling requirements to maintain ingredient integrity, documentation and traceability, non-conformance handling and corrective actions, and continuous improvement measures. The objective is to ensure that all ingredients meet specified quality standards and regulatory requirements to guarantee product safety and consistency.

1. Purpose

To define standard procedures for procurement and quality control of ingredients, ensuring consistent quality, safety, and traceability.

2. Scope

This SOP applies to all personnel involved in the sourcing, purchasing, receipt, inspection, storage, and control of ingredients used in production.

3. Responsibilities

- Procurement: Responsible for supplier selection, purchasing and supplier documentation.
- Quality Assurance (QA): Responsible for quality inspection, testing, approval/rejection.
- Warehouse: Responsible for proper storage and inventory management.
- Production: Reports and stops usage of non-conforming ingredients.

4. Procedure

4.1 Supplier Selection and Evaluation

1. Identify potential suppliers based on ingredient requirements and business needs.
2. Evaluate suppliers using criteria such as certifications, quality history, capacity, delivery reliability, and compliance with regulatory standards.
3. Maintain an approved supplier list, reviewed annually or after supplier audits.

4.2 Ingredient Sourcing and Purchasing

1. Raise Purchase Requests (PR) specifying ingredient grade, quantity, and delivery timelines.
2. Issue Purchase Orders (PO) to approved suppliers, referencing ingredient specifications and quality requirements.
3. Confirm orders and delivery schedules with suppliers.

4.3 Quality Inspection and Testing Upon Receipt

1. Inspect delivery vehicles and packaging for integrity and cleanliness on arrival.
2. Check delivery documents for completeness and match with PO/ingredient specifications.
3. Collect samples for quality testing as per SOP (e.g., visual inspection, laboratory analysis).
4. Approve or reject ingredients based on test results; quarantine non-conforming materials.

4.4 Storage and Handling

1. Store approved ingredients in designated areas with appropriate environmental controls (temperature, humidity, etc.).
2. Label all items with relevant information (name, lot/batch number, expiry date, status).
3. Follow FIFO (First-In-First-Out) or FEFO (First-Expiry-First-Out) inventory principles.
4. Monitor storage conditions regularly and document checks.

4.5 Documentation and Traceability

1. Maintain complete records of supplier evaluations, purchase orders, delivery documents, inspection reports, testing results, and inventory movements.
2. Assign unique batch/lot numbers for ingredient traceability.
3. Ensure records are accurate, up-to-date, and readily accessible for audits or recall situations.

4.6 Non-Conformance Handling and Corrective Actions

1. Quarantine and document any non-conforming ingredients.
2. Investigate the root cause of non-conformance in collaboration with suppliers and internal teams.
3. Document corrective and preventive actions (CAPA) and follow up on implementation.

4.7 Continuous Improvement

1. Review supplier performance, ingredient quality trends, and non-conformance incidents at regular intervals.
2. Update procedures and specifications as necessary to drive ongoing improvement in quality and efficiency.
3. Provide regular training to staff involved in procurement and quality processes.

5. Records and Documentation

Document Type	Retention Period	Storage Location
Supplier evaluations and approvals	3 years	Procurement Office / Digital System
Purchase orders and receipts	3 years	Procurement Office / ERP
Inspection and test records	2 years	QA Department
Non-conformance and CAPA reports	5 years	QA/Quality Management System
Training records	2 years after staff separation	HR / QA Department

6. References

- Ingredient Specifications and Regulatory Standards
- ISO 22000, HACCP Guidelines
- Internal Quality Manual

7. Revision History

Version	Date	Description	Approved by
1.0	2024-06-20	Initial release	QA Manager