

# SOP: Quality Assurance Incoming Raw Materials Inspection

This SOP details the **quality assurance incoming raw materials inspection** process, focusing on the systematic evaluation of raw materials upon receipt to ensure they meet predefined quality standards. It covers procedures for sampling, testing, verification against specifications, documentation of inspection results, and handling of non-conforming materials. The goal is to maintain product quality and production efficiency by preventing substandard raw materials from entering the manufacturing process.

## 1. Purpose

To describe the process for inspecting and verifying incoming raw materials upon receipt, ensuring conformance with company quality standards and requirements.

## 2. Scope

This procedure applies to all incoming raw materials delivered to the manufacturing facility and applies to the Quality Assurance (QA) and Warehouse teams.

## 3. Responsibilities

- **QA Personnel:** Inspect and test raw materials, document findings, and decide on material disposition.
- **Warehouse Staff:** Receive and appropriately stage raw materials for inspection.
- **Purchasing Department:** Communicate with suppliers regarding material non-conformance and corrective actions.

## 4. Definitions

- **Raw Materials:** Base materials used in the manufacturing process.
- **Non-Conforming Material:** Material that does not meet predefined specifications or quality standards.
- **Certificate of Analysis (COA):** Document supplied by the vendor detailing batch-specific test results.

## 5. Procedure

1. **Receiving Materials**
  - Warehouse staff verify that the shipment matches the purchase order and delivery note.
  - Raw materials are staged in the designated quarantine area awaiting inspection.
2. **Sampling**
  - QA personnel collect samples as per the approved sampling plan.
  - Sample quantity and method follow company SOP or industry standards.
3. **Inspection & Testing**
  - Review supplier COA and accompanying documents.
  - Conduct physical, chemical, and/or microbiological testing as required.
  - Compare test results and COA with approved specifications.
4. **Documentation**
  - Record all inspection results and observations in the Raw Material Inspection Log (see section 7).
  - Attach any supporting documents (e.g., COAs, test results).
5. **Disposition of Materials**
  - **Accepted Batch:** Release for warehouse storage and production.
  - **Non-Conforming Batch:** Label as "Quarantined" and inform Purchasing for follow-up with the supplier.
6. **Handling Non-Conforming Materials**
  - Follow company procedure for non-conformance: segregation, documentation, and corrective action request to supplier.

## 6. Records and Documentation

- Raw Material Inspection Log
- COA and test reports
- Non-Conformance Reports (if applicable)
- Release/Quarantine documentation

## 7. Raw Material Inspection Log Template

Date	Material Name/Code	Supplier	Batch/Lot No.	COA Received	Inspection/Test Results	Status (Accepted/Rejected)	Inspector Initials	Remarks

## 8. References

- Company Raw Material Specification Documents
- Relevant Industry Standards (e.g., ISO 9001, GMP)
- Supplier Agreements and Contracts

## 9. Revision History

Revision	Date	Description	Prepared by
1.0		Initial creation	