

SOP: Raw Material Inspection and Acceptance Procedures

This SOP details the **raw material inspection and acceptance procedures**, including criteria for quality assessment, verification of supplier documentation, sampling methods, contamination checks, and compliance with specifications. The goal is to ensure that all incoming raw materials meet predefined standards to maintain product quality and safety throughout the production process.

1. Purpose

The purpose of this SOP is to outline the steps and responsibilities for the inspection and acceptance of raw materials to ensure only materials meeting the established quality and safety requirements are used in production.

2. Scope

This procedure applies to all incoming raw materials received at *[Company Name]* for use in production processes.

3. Responsibilities

- **Receiving Personnel:** To receive, visually inspect, and document all incoming raw materials.
- **Quality Control (QC) Personnel:** To carry out detailed inspections, sampling, and testing as per defined procedures.
- **Purchasing Department:** To ensure suppliers provide necessary documentation and meet approval requirements.
- **Warehouse Staff:** To store materials according to status (quarantine, approved, or rejected).

4. Procedure

1. **Receipt of Material**
 - Record date, supplier details, purchase order, and batch/lot numbers upon arrival.
 - Visually check packaging for signs of damage or contamination.
2. **Verification of Supplier Documentation**
 - Check for the presence and accuracy of the following:
 - Certificate of Analysis (COA)
 - Material Safety Data Sheet (MSDS)
 - Compliance certificates as per regulatory requirements
 - Verify that documentation matches the delivery and purchase order.
3. **Sampling Procedure**
 - Sample materials as per sampling plan (e.g., ANSI/ASQC Z1.4-2003 or company-specific plan).
 - Use clean, dedicated tools for sampling to avoid cross-contamination.
 - Label samples clearly with material name, batch/lot number, date, and sampler's name.
4. **Quality Assessment and Testing**
 - Perform tests as specified in the material specifications (e.g., appearance, physical/chemical properties, microbiological testing).
 - Document all results and compare them to acceptance criteria.
5. **Contamination Checks**
 - Inspect raw materials for foreign objects, pests, moisture, off-odors, discoloration, or any other signs of contamination.
6. **Acceptance and Rejection**
 - Approve materials that meet all criteria and move to approved storage.
 - Quarantine or reject materials that fail any checks or do not comply with specifications.
7. **Documentation**
 - Record inspection results, approvals, rejections, and communications with suppliers in the designated log or electronic system.

5. Acceptance Criteria

- Compliance with physical, chemical, and microbiological specifications
- Absence of contamination or damage
- Complete and correct supplier documentation

- Conformance to purchase order details

6. Records & Documentation

- Raw material inspection log
- Sampling reports
- Test results
- Certificates of Analysis
- Non-conformance reports (if any)

7. References

- Company Raw Material Specification Documents
- Purchase Orders
- Relevant National/International Standards (e.g., ISO, ANSI/ASQC Z1.4-2003)

8. Revision History

Version	Date	Description of Change	Approved by
1.0	[Date]	Initial release	[Name]