

Standard Operating Procedure (SOP)

Raw Material Requisition and Issuance Process

This SOP defines the **raw material requisition and issuance process**, detailing the procedures for requesting, authorizing, and distributing raw materials within the organization. It ensures accurate documentation, inventory control, and timely supply of materials to production departments while maintaining compliance with quality standards and minimizing material wastage. The objective is to streamline material flow, promote accountability, and support efficient production operations.

1. Scope

This SOP applies to all personnel involved in the requisition, approval, allocation, and distribution of raw materials for production within the organization.

2. Responsibilities

- **Production Department:** Initiates raw material requisition requests as per production plans.
- **Stores/Warehouse:** Verifies, documents, and issues approved raw materials.
- **Quality Control (QC):** Ensures requested materials meet quality specifications.
- **Production Manager:** Reviews and authorizes requisitions.

3. Definitions

Term	Definition
Requisition	Formal request for the supply of raw materials needed for production.
Issuance	Actual release and transfer of raw materials from the warehouse to production.

4. Procedure

- Raw Material Requisition**
 - Production department completes a Raw Material Requisition Form specifying the material, quantity, and purpose.
 - Form is submitted to the Production Manager for review and approval.
- Authorization**
 - Production Manager verifies requirement against production plan and inventory status.
 - Approved requisition is forwarded to Stores/Warehouse.
- Quality Check**
 - QC checks requested batch/lot for compliance before issuance.
 - QC initials the requisition if material meets specifications.
- Issuance of Raw Material**
 - Stores staff picks and issues raw material as per approved requisition.
 - Material issuance is recorded in the inventory management system.
 - Both warehouse and production staff sign off on the material handover.
- Documentation & Record-Keeping**
 - All requisition and issuance documents are filed for tracking and audit purposes.
 - Any discrepancies are reported immediately to the Production Manager.

5. Records

- Raw Material Requisition Forms
- Material Issuance Logs
- Inventory Adjustment Records
- QC Inspection Reports

6. References

- Inventory Management Policy
- Quality Control Manual
- Production Planning Guidelines

7. Revision History

Version	Date	Description	Approved By
1.0	2024-06-13	Initial release	Production Manager