

SOP Template: Guidelines for Handling Raw Materials and Finished Products

1. Purpose

This SOP establishes comprehensive **guidelines for handling raw materials and finished products** to ensure quality, safety, and efficiency throughout the production process. It covers receiving, inspection, storage, handling, and transportation protocols to prevent contamination, damage, and loss. The purpose is to maintain product integrity, comply with regulatory standards, and optimize operational workflows from raw material intake to final product dispatch.

2. Scope

This procedure applies to all personnel involved in the handling, storage, inspection, and transport of raw materials and finished products within the facility.

3. Responsibilities

- **Warehouse Staff:** Receive, inspect, store, and issue raw materials and finished goods.
- **Quality Assurance (QA):** Inspect and approve or reject materials as per quality standards.
- **Production Staff:** Ensure raw materials are used as per FIFO/FEFO, report any issues.
- **Logistics:** Coordinate and document transport of finished goods.
- **Supervisors:** Monitor compliance and provide training.

4. Procedure

4.1 Receiving of Raw Materials

1. Verify delivery against purchase order (PO), invoice, and specifications.
2. Inspect for damage, signs of contamination, expiry dates, and proper labeling.
3. Record batch numbers and quantities in inventory management system.
4. Segregate non-conforming materials for QA assessment.

4.2 Inspection and Quality Control

1. QA to sample and test raw materials as per standard protocols.
2. Accept or reject material based on test results; document findings.
3. Approved materials are released for storage/production; rejected materials are isolated for return or disposal.

4.3 Storage of Raw Materials & Finished Products

1. Store materials in designated, clean, and pest-free areas with appropriate environmental controls (temperature, humidity, etc.).
2. Use FIFO (First In First Out) or FEFO (First Expiry First Out) systems.
3. Keep materials off the floor and away from walls to prevent contamination.
4. Clearly label all batches and segregate incompatible materials.
5. Restrict access to authorized personnel only.

4.4 Handling Practices

1. Follow proper hygiene (PPE, handwashing) and safety practices at all times.
2. Use approved equipment for moving materials (pallet jacks, forklifts, etc.).
3. Handle with care to avoid spillage, damage, or mix-ups.

4.5 Dispatch & Transport of Finished Products

1. Ensure products are packaged, labeled, and documented per customer/regulatory requirements.
2. Inspect transport vehicles for cleanliness and suitability.
3. Load products to minimize damage and ensure traceability (retain shipping records).

5. Documentation & Records

- Receiving logs
- Inspection reports
- Storage records
- Dispatch/shipping records
- Non-conformance reports

6. References

- Relevant regulatory guidelines (e.g., FDA, cGMP, ISO)
- Company quality manuals
- Material Safety Data Sheets (MSDS)

7. Revision History

Version	Date	Description of Change	Approved By
1.0	2024-06-11	Initial release	[Name]