SOP: Ingredient Label Checking and Supplier Verification Protocols

This SOP details **ingredient label checking and supplier verification protocols**, outlining the processes for verifying ingredient labels for accuracy, compliance with regulatory standards, and allergen declarations. It also covers procedures for verifying supplier credentials, ensuring the quality and safety of raw materials, maintaining supplier records, and managing discrepancies or non-conformities. The goal is to ensure the integrity and safety of ingredients used in production by establishing consistent verification and documentation practices.

1. Purpose

To establish standardized procedures for ingredient label checking and supplier verification to ensure product safety, compliance, and quality.

2. Scope

This SOP applies to all personnel involved in ingredient receiving, quality assurance, procurement, and production at [Company Name].

3. Responsibilities

- **Quality Assurance (QA):** Conduct label and supplier checks, maintain records, report and manage discrepancies.
- **Procurement:** Vet suppliers, ensure supplier documentation is current and compliant.
- **Production:** Ensure ingredients used have passed verification protocols.

4. Ingredient Label Checking Protocol

1. **Receiving Inspection:** All inbound ingredient shipments are inspected upon receipt.
2. **Label Verification:**
    - Check product name, batch/lot number, supplier name, manufacturing and expiry dates.
    - Compare label details against purchase specifications and approved supplier lists.
3. **Regulatory Compliance:**
    - Ensure labels meet local, national, and international regulatory requirements.
    - Confirm required nutrient and allergen statements are present and accurate.
    - Verify language, font size, and other formatting requirements.
4. **Allergen Declarations:**
    - Ensure all allergens in the raw material are clearly declared as per company policy and regulations.
5. **Documentation:**
    - Document findings on the Ingredient Label Verification Checklist (see Appendix 1).

5. Supplier Verification Protocol

1. **Supplier Pre-Approval:**
    - Obtain and review supplier credentials, certifications (e.g., GFSI, ISO, HACCP), and signed Supplier Agreement.
2. **Ongoing Supplier Monitoring:**
    - Annually review updated certificates, audit reports, and performance history.
    - Require notification of changes to suppliers' processes or certifications.
3. **Raw Material Approval:**
    - Ensure COAs (Certificates of Analysis), specifications, and safety data sheets are available and accurate for each lot received.
4. **Supplier Record Maintenance:**
    - Track all verification activities, correspondence, and approval dates in the Supplier Management Log.
5. **Discrepancy Management:**
    - Quarantine and investigate any shipments or suppliers not meeting requirements. Complete Non-Conformance Report (see Appendix 2).

6. Documentation & Records

- Ingredient Label Verification Checklist
- Supplier Management Log
- Certificates of Analysis (COAs)

- Supplier Audit Reports
- Non-Conformance Reports

All records must be retained for a minimum of 3 years or as per regulatory/legal requirements.

7. Training

All relevant personnel must be trained on this SOP and receive refresher training annually or as needed when the procedure is updated.

8. Revision & Review

This SOP will be reviewed annually or as legislative requirements change.

Appendices

Appendix 1: Ingredient Label Verification Checklist (Sample Fields)

Item	Requirement	Compliant? (Y/N)	Comments
Product Name	Matches PO/Spec		
Batch/Lot Number	Present & Matches		
Allergen Declaration	Complete per policy		
Regulatory Compliance	Meets local/national rules		

Appendix 2: Non-Conformance Report (Sample Fields)

Date	Supplier	Description of Issue	Actions Taken	Follow-up Required