

SOP: Raw Material Issue and Transfer Procedures to Production

This SOP details the **raw material issue and transfer procedures to production**, covering the accurate identification, documentation, and handling of raw materials from storage to the production floor. It ensures proper allocation, tracking, and timely delivery of materials to support uninterrupted manufacturing processes, emphasizing quality control, accountability, and compliance with inventory management standards to optimize production efficiency and minimize waste.

1. Purpose

To establish a standardized procedure for the issue and transfer of raw materials from storage warehouses to the production area, ensuring material traceability, accountability, and compliance with regulatory and company requirements.

2. Scope

This procedure applies to all staff involved in the receipt, issuance, and transfer of raw materials to the production floor within the facility.

3. Responsibilities

- **Warehouse Personnel:** Identification, verification, and physical transfer of raw materials.
- **Production Supervisor:** Verification and acknowledgment of received materials; reporting any discrepancies.
- **Quality Control (QC):** Inspection and approval of materials before transfer to production.
- **Inventory/Logistics Personnel:** Maintenance of records and monitoring inventory levels.

4. Procedure

1. Material Request

- Production generates a Raw Material Requisition Form specifying required materials, quantity, and production batch details.
- The form is authorized by the Production Supervisor and submitted to the Warehouse.

2. Material Identification and Verification

- Warehouse personnel locate materials using batch numbers or codes, verifying them against stock records for accuracy.
- Check the status labels (approved/rejected/quarantined) and expiry/shelf life dates.

3. QC Inspection (if required)

- QC inspects the materials, if required, and provides necessary clearance before issue.

4. Documentation

- Warehouse fills the Material Issue Slip (MIS) with all relevant information: material name, code, batch/lot number, quantity, date, and recipient name.
- Both issuing and receiving personnel sign the MIS.
- Copies of the MIS are distributed as per company protocol (e.g., warehouse, production, and inventory records).

5. Material Transfer

- Warehouse personnel arrange and prepare materials on labeled carts or transfer trolleys.
- Ensure all packages are intact, sealed, and correctly labeled.
- Materials are physically transferred to the designated area on the production floor.

6. Receipt and Verification in Production

- Production personnel verify material details (quantity, batch number, and condition) against the MIS upon delivery.
- Any discrepancies or damage must be reported immediately and documented.

7. Inventory Update

- Warehouse updates inventory control records to reflect material issue and stock balance.
- Periodic reconciliation and audit of inventory records are performed to ensure accuracy and accountability.

5. Documentation and Records

Document/Form	Description	Retention Period
Raw Material Requisition Form	Request for raw materials from production	3 years
Material Issue Slip (MIS)	Record of materials issued and transferred	3 years
Inventory Logs	Stock balance and movement records	As per company policy

6. References

- Inventory Management Policy
- Quality Control Manual
- Regulatory Guidelines (e.g., GMP, ISO 9001)

7. Revision History

Version	Date	Description	Approved By
1.0	2024-06-10	Initial Issue	[Approver Name/Signature]