SOP: Review and Approval Process for Inspected Raw Materials

Purpose: This SOP details the **review and approval process for inspected raw materials**, including procedures for receiving raw materials, inspecting quality and compliance standards, documenting inspection results, criteria for acceptance or rejection, communication protocols with suppliers, and final approval authorization. The purpose is to ensure that all raw materials meet the required specifications before use in production, maintaining product quality and regulatory compliance.

Document Number	[Assign unique SOP number]
Effective Date	[Date]
Revision Number	[Rev #]
Prepared By	[Name/Title]
Reviewed By	[Name/Title]
Approved By	[Name/Title]

1. Scope

This SOP applies to all raw materials received for use in production at [Company/Facility Name].

2. Responsibilities

- **Receiving Department:** Responsible for initial receipt and logging of raw materials.
- **Quality Control/Assurance (QC/QA):** Responsible for inspection, testing, and documentation of raw material quality.
- **Procurement/Supply Chain:** Responsible for communicating with suppliers regarding material issues or rejections.
- **Quality Manager/Designee:** Responsible for final approval and release of materials for use.

3. Procedure

1. **Receipt of Raw Materials**
   - All incoming raw materials are logged upon arrival and checked for visible damage and correct labeling.
   - Materials are quarantined in a designated area pending inspection.
2. **Inspection and Testing**
   - QC/QA conducts inspection per predefined checklists and sampling plans.
   - Inspection includes verification against purchase order, Certificate of Analysis (CoA) review, and physical/chemical testing as applicable.
3. **Documentation**
   - Inspection results are documented in the Raw Material Inspection Form and include all relevant data (date, lot/batch number, test results, inspector signature).
   - Non-conformances are recorded, and deviations are documented according to the deviation management process.
4. **Acceptance Criteria**
   - Materials are accepted if all specifications are met and no deviations are found.
   - Rejected materials are clearly labeled and segregated for return or disposal.
5. **Supplier Communication**
   - Any quality or compliance issues are communicated to the supplier within [specified time frame], along with supporting documentation.
   - Follow up with supplier for replacement or corrective action as required.
6. **Final Approval and Release**
   - The Quality Manager or authorized designee reviews all documentation and inspection results.
   - Final approval is recorded via a signature and date on the Inspection Form, and materials are released for production use.

4. Records

- Raw Material Receiving Log
- Raw Material Inspection Form
- Nonconformance/Deviation Records
- Approval and Release Records
- Supplier Communication Records

5. References

- Related SOPs (e.g., Deviation Management, Supplier Qualification)

- Applicable regulatory standards (e.g., FDA, ISO 9001)
- Purchase specifications and approved supplier list

6. Revision History

Revision	Date	Description of Change	Approved By
[Rev #]	[Date]	[Summary of changes]	[Name]