# SOP: Incoming Raw Material Verification Procedures

## 1. Purpose

This SOP defines the **incoming raw material verification procedures** to ensure that all raw materials received meet specified quality standards and comply with purchase order requirements. It includes steps for inspecting shipments, verifying documentation, sampling for quality tests, recording discrepancies, and managing non-conforming materials. The purpose is to prevent the use of substandard materials in production, thereby safeguarding product quality and consistency.

## 2. Scope

This procedure applies to all incoming raw materials destined for use in production processes at [Facility/Company Name].

## 3. Responsibilities

- **Warehouse Staff:** Receive and visually inspect shipments; check documentation.
- **Quality Assurance (QA):** Conduct material sampling, testing, record results, and manage non-conforming materials.
- **Purchasing Department:** Maintain updated purchase orders and approved supplier lists.

## 4. Procedure

1. **Receipt of Materials**
    - Warehouse staff to receive materials and verify quantity and condition of packaging.
2. **Verification of Documentation**
    - Check delivery invoice, packing slip, and certificate of analysis (if applicable) against purchase order.
3. **Visual Inspection**
    - Inspect raw materials for physical damage, contamination, and/or tampering.
4. **Sampling**
    - QA personnel to collect representative samples as per sampling plan.
5. **Testing and Analysis**
    - Perform relevant quality tests as defined in material specifications.
    - Document test results.
6. **Approval or Rejection**
    - If materials pass, approve for inventory. If not, label as 'Quarantine' and escalate for review.
7. **Recording and Documentation**
    - Log all details, test results, and discrepancies in the Raw Material Receiving Log.
8. **Non-Conformance Management**
    - Initiate Corrective and Preventive Action (CAPA) for non-conforming materials per company policy.

## 5. Documentation & Records

- Raw Material Receiving Log
- Delivery Invoice & Packing Slip
- Certificate of Analysis (COA)
- Inspection, Sampling, and Test Records

- Non-Conformance and CAPA Forms

## 6. References

- Vendor/Supplier Specifications
- Company Quality Manual
- Current Good Manufacturing Practices (cGMP)

## 7. Revision History

| Version | Date | Description | Approved By |
|---|---|---|---|
| 1.0 | [YYYY-MM-DD] | Initial version | [Name/Title] |