

# SOP Template: Receiving and Inspection of Raw Materials and Ingredients

This SOP details the **receiving and inspection of raw materials and ingredients** process, covering the verification of delivery documents, quality and quantity checks, compliance with safety and hygiene standards, identification and segregation of non-conforming materials, proper storage procedures, and documentation requirements to ensure that all raw materials and ingredients meet company specifications before use in production.

## 1. Purpose

To ensure that all raw materials and ingredients received meet company specifications and regulatory requirements before use in production.

## 2. Scope

This procedure applies to all personnel involved in the receiving, inspection, and storage of raw materials and ingredients at [Company Name].

## 3. Responsibilities

- **Receiving Staff:** Unload, inspect, and document raw materials and ingredients.
- **Quality Control (QC)/Quality Assurance (QA) Staff:** Perform inspection and approval/rejection of materials.
- **Warehouse Supervisor:** Ensure proper storage and segregation of conforming and non-conforming materials.

## 4. Procedure

1. **Preparation:**
  - Ensure receiving area is clean, organized, and equipped with necessary equipment (pallet jack, PPE, inspection tools).
2. **Receiving Delivery:**
  - Verify delivery against purchase order (PO) and delivery note.
  - Check for correct supplier, product, quantities, and lot/batch numbers.
3. **Inspection:**
  - Inspect packaging for damage, contamination, or tampering.
  - Check temperature (if applicable) and record on receiving log.
  - Take samples for QC/QA analysis as needed.
  - Document product appearance, odor, and other relevant quality parameters.
4. **Compliance Check:**
  - Verify compliance with safety and hygiene standards (e.g., no presence of pests, proper seals, labeling).
5. **Identification and Segregation of Non-Conforming Materials:**
  - Segregate and label non-conforming materials clearly (e.g., "Hold," "Rejected").
  - Notify QC/QA and document findings for further action.
6. **Storage:**
  - Store conforming materials in designated areas using FIFO (First-In, First-Out) system.
  - Follow any special storage instructions (refrigeration, dry storage, etc.).
7. **Documentation:**
  - Complete receiving log and inspection checklist.
  - Attach copies of inspection results, COAs, and delivery documents.
  - Maintain records according to company policy.

## 5. Documentation & Records

- Receiving Log
- Inspection Checklist/Form
- Non-Conformance Reports
- Certificates of Analysis (COA)
- Delivery Notes and Purchase Orders

## 6. Reference Documents

- Company Quality Policy
- Applicable Food Safety/Hygiene Regulations
- Supplier Agreements

## 7. Revision History

| Version | Date   | Description of Change | Approved By |
|---------|--------|-----------------------|-------------|
| 1.0     | [Date] | Initial Issue         | [Name]      |