

# Raw Material Inspection SOP Example

## 1. Purpose

To outline the procedure for inspection and verification of incoming raw materials prior to acceptance in order to ensure compliance with specified requirements and quality standards.

## 2. Scope

This procedure applies to all raw materials received at [Company Name] intended for use in production.

## 3. Responsibilities

- **Receiving Personnel:** Responsible for receiving and recording raw materials.
- **Quality Control (QC) Inspector:** Responsible for inspection, sampling, and documenting results.
- **Warehouse Supervisor:** Ensures nonconforming materials are quarantined and coordinates with suppliers when necessary.

## 4. Procedure

1. **Receiving:** Upon arrival, check packaging and documentation (delivery note, COA, etc.).
2. **Identification:** Assign a unique lot number and label each batch.
3. **Sampling:** QC Inspector to collect samples as per approved sampling plan.
4. **Inspection & Testing:**
  - Verify physical attributes (appearance, color, odor, etc.).
  - Conduct laboratory tests as required per specification.
5. **Documentation:** Record inspection results in the Raw Material Inspection Log.
6. **Disposition:**
  - Accept if compliant and move to designated storage area.
  - Quarantine and label as “Rejected” if nonconforming; inform relevant authorities.

## 5. Acceptance Criteria

Parameter	Specification	Test Method
Appearance	Free from contamination	Visual
pH	5.5 – 7.0	pH Meter
Moisture	< 10%	Moisture Analyzer

## 6. Records

- Raw Material Inspection Log
- Certificate of Analysis (COA)
- Nonconformance Report (if applicable)

## 7. References

- Raw Material Specification Sheets
- Company Quality Manual

## 8. Revision History

Version	Date	Description
1.0	2024-06-01	Initial Release