

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

- Receiving:** Upon arrival, check packaging and documentation (delivery note, COA, etc.).
- Identification:** Assign a unique lot number and label each batch.
- Sampling:** QC Inspector to collect samples as per approved sampling plan.
- Inspection & Testing:**
 - Verify physical attributes (appearance, color, odor, etc.).
 - Conduct laboratory tests as required per specification.
- Documentation:** Record inspection results in the Raw Material Inspection Log.
- 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