1. **ABBREVIATIONS**

**QA-** quality assurance

**QC:** Quality control

**RM-**Raw Material

**SOP:** Standard Operating Procedure

1. **PURPOSE:**

To make sure that the raw material is received according to the set factory safety and quality standard.

1. **SCOPE:**

This SOP implemented to all raw materials received by the factory for the …………. product produced by the ……………….

1. **RESPONSIBILITIES**

**QC In charge**: will monitor the safety and quality of the raw material during receiving and take necessary corrective actions to ensure that integrity and quality of the raw material product protected during processing.

# PROCEDURE:

* 1. **Raw material receiving**
* The main raw material of the company are ……………….. so all raw materials used in the plant is from reliable supplier.
* Other raw material and ingredients may received both from local and abroad to manufacturing facility which delivered by the suppliers.
* First check all raw materials whether it is in good condition to ensure that free from any contaminant and damage.
* Conduct organoleptic and other required laboratory testing parameters, ……………… before receiving.
* For the purpose of raw material receiving procedure use national raw material standard. If national standard not available develop and use factory raw material receiving standard for the process of receiving.
* Record all received raw material data and test result whether accepted or rejected in appropriate format (RMR form 001).
* Rejected raw material and handle separately in separate area accordingly that it is rejected.
* Avoid all cross contamination during receiving
* Use FIFO and/or FEFO system during process start; stack each consignment as one Lot.
* The access to the raw material will be totally restricted as per the stores in charge instructions.

1. **TRAINING**

All raw material store keepers and operators will be trained on this procedure by Quality Control Manager. And the training records will be kept in Quality Control Technical Manager Office.

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| REVISION HISTORY | | | | |
| **Revision** | **Reason for Revision** | **Compiled by** | **Reviewed by** | **Effective Date** |
| 0 | Initial Release |  | Manufacturing Manager |  |