

Standard Operating Procedure (SOP)			
Title	Receiving of materials		
QA Signature		Area Manager Signature	
Date of signature		Date of signature	

Introduction: This document describes procedures to receive materials that will be stored in the warehouse.

Objective: To receive the incoming raw, printed and packaging materials.

Responsibility: Receiver, QC/QA, Product Development Coordinator, Purchasing Manager.

Section 1: Receiving General

The shipper/receiver will:

1.1 Inspect all incoming trucks for the following:

- The trucks must be covered and closed.
- Floorboards are dry and clean.
- No evidence of chemical spills, garbage, waste or spoiled foods.
- Insect and rodent activity.
- Bad odor.
- Make a note of the truck license plate or trailer number.
- Notify the Supervisor and QA of any issues.

1.2 Unload the shipment and inspect the condition of the shipment to ensure:

- All products are on clean pallets.
- No damaged cases or packages.

- No evidence of any non-food items or items that could contaminate the products being received.
- On receipt of damaged goods follow section 5.

1.3 Check the drivers slip to ensure the company states 'our company'

1.4 Tag each skid with the product name and BV code and notify the Supervisor and QA of any issues.

1.5 Count the goods and compare the quantity, name, and lot numbers to the information stated on the shipping documents and company purchase order (PO). Investigate any discrepancies.

1.6 Complete the "Receiving Log" with the following information:

Product Information:

- Received date
- PO number
- RA-Code
- Description
- Weight in kg (if applicable)
- Lot number
- Quantity received
- Shipment Supplier
- Shipment Carrier

Vehicle Inspection:

- Visual inspection
- Odor inspection
- Pest / Rodent activity
- Truck/trailer number

Receiver's initial

1.7 Once QC has applied the QC approved green stickers store product in the designated area.

1.8 For raw materials follow section 2.

1.9 For printed materials follow section 3.

1.10 For packaging components follow section 4.

Section 2: Receiving Raw Materials

The shipper/receiver will:

2.1 Follow section 1.

2.2 Place on hold labels on the skid/boxes.

2.3 Pass the PO with all relevant information to the QC department.

2.4 QC will take sample as per sampling procedure SOP New Raw Material Approval.

2.5 Once the goods are acceptable, QC will:

- Place a “QC Approved sticker” on the product.
- Tag the product with lot number, date received, product name, RA-code, purchase order number and quantity.
- Complete the “Receiving Log” with the following information:

QC Check

- Certificate of Analysis
- QC Approval
- Expiration Date
- Date of Rejection
- Date sample taken

QC inspector initial

2.6 Material deemed unacceptable (out of specification) will be tagged by QC as “on hold” and should be moved to the QC hold area.

2.7 Further testing would be done by QC/R&D supervisor and if the material is still out of specifications, it will be tagged with “QC Rejected” tags and noted as rejected in the receiving log.

2.8 Purchasing Manager will contact the supplier as to the action required for the rejected material i.e. to be returned, replaced, destroyed, etc.

2.9 Purchasing Manager will inform the Receiver and QC with the status of rejected material. QC will record the status of raw materials on original PO and return the original PO back to Purchasing Manager

2.10 QC will file the copy of PO in QC Rejected Material binder.

Section 3: Receiving Printed Materials

Printed materials include labels, printed bags, sleeves, printed boxes (not shippers), etc.

The shipper/receiver will:

- 3.1 Follow section 1.
- 3.2 Place on hold labels on each side of the skid/each box.
- 3.3 Place labels out side the label room and all other printed materials in the printed materials area.
- 3.4 Place the PO and associated documentation in the label room door holder for sampling and QC checking.

Label control will:

- 3.5 Remove 5 samples from each batch of labels/sleeves/bags/boxes/etc, write the new count on the roll/box/etc, attach the samples to the PO and receiving paperwork then pass to QC for inspection.
- 3.6 QC and the Product Development Coordinator will review the printed materials as per SOP: Label Control.
- 3.7 On receipt of the “approved green stickers” from the Product Development Coordinator, apply the ‘approved’ stickers over the ‘on hold’ stickers and store product in the designated area (i.e. label room or printed materials area).
- For printed materials stored on skids in the warehouse (outside of the label room) the Product Development Coordinator will also supply box tags containing the product name and code. These should be applied to the boxes (after the “approved green stickers”) and the quantity in each box should be written on the tag.
- 3.8 Material deemed unacceptable (out of specification) will be tagged by Product Development Coordinator as “rejected” and moved to the WHS 99 or returned to the printer for replacement.

Section 4: Receiving Packaging components

The shipper/receiver will:

- 4.1 Follow section 1.
- 4.2 Pass the PO to the Purchasing Manager.
- 4.3 Store the materials in the designated area.

Section 5: Receipt of Damaged Goods

On receipt of a damaged shipment the shipper/receiver will:

- 5.1 Take a photo of the damaged product (camera in supervisors office) and **ensure** the truck driver signs the receiving document as evidence.
- 5.2 Notify QC.

On being notified of a damaged shipment QC will:

- 5.3 Inspect the damaged product and note the damage on the PO.
- 5.4 Place the damaged product in sterile plastic bag (if required) in QC Detention Area, until notification is received from the Purchasing Manager to return or destroy.
- 5.5 Label damaged product with all information: name, lot#, quantity, report #, purchase order # and date.
- 5.6 Attach the picture to the signed Purchase Order and pass to the Purchasing Manager (or e-mail photo to the Purchasing Manager).

On receipt of a PO with damaged product the Purchasing Manager will:

- 5.7 Instruct QC to save for supplier's inspection or for disposal.
- 5.8 Contact the supplier for a claim.
- 5.9 If product is to be disposed, follow SOP Product Disposal.

Documentation

Receiving Log G:\Production\Receiving Log

QC Rejected tags
QC On Hold tags.