

Company Name XXX	STANDARD OPERATING PROCEDURE RECEPTION, STORAGE AND DELIVERY OF STARTING MATERIAL		Page 1 of 2
			No XXX
	Department	Section	Validity date XXX
Prepared by XXX Date XXX	Checked by XXX Date XXX	Approved by XXX Date XXX	Replaced No. XXX Date XXX

1. Objective :

This standard operating procedure is made for implementation and verification of reception, storage and delivery of starting materials.

2. Responsibility :

Logistic Manager cq Warehouse Head should be responsible for implementation and control on reception, storage and delivery of starting materials .

3. Procedure :

- 3.1. Check the condition of packing , conformity of label, quantity of starting material received check against delivery order and purchasing order
- 3.2. Make reception note.
- 3.3. Put identification label on each packing (or lowest packing on each pallet)
- 3.4. Note reception on stock card / systems
- 3.5. Conduct a sampling on the starting material arrivals according to Standard procedure for sampling of starting material.
- 3.6. Put a status " Quarantine " label on the starting material , and put the good in quarantine area.
- 3.7. Released starting materials will be stucked with " Approval label " and kept in area of approved starting material
- 3.8. Record the status of starting material(approved or refused) in stock card
- 3.9. Refused starting material should be identified by placing a " Refused " label and the starting material should be kept in a dedicated area for refused product.
- 3.10. Only " approved " starting materials and not Obsolete starting material which can be delivered to Production Department.
- 3.11. Principle of FIFO and FEFO should be followed in delivering starting materials .Delivery should be made according to Production Department request and recorded in the starting material stock card.
- 3.12. After weighing or sampling, all packaging should be tightly closed & packed.
- 3.13. All spill out raw material are prohibited to be returned to the original container.