Procedure: Verification of Purchased Materials

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# Purpose

The purpose of this procedure is to ensure the verification of incoming materials for the preparation, manufacture, testing, and packaging of product under the quality management system at [Company].

# Scope

The scope of this procedure includes all materials procured by the company for the preparation, manufacture, testing, and packaging of product under the quality management system.

# Responsibilities

Amend this section to reflect the structure of the organisation.

|  |  |
| --- | --- |
| Role | Responsibility |
| Quality Manager | Ensures purchase material is verified. |
| Dispatch Officer | Receives and books-in material received. |

# Occupational health, safety and environmental considerations

Some incoming materials are hazardous. All incoming materials received must be checked for hazard warnings and any special handling requirements complied with. Material Safety Data Sheets (MSDSs) must be obtained for all chemical raw materials ordered, before the material arrives on site and a copy of the MSDS must be displayed in the areas where the material will be stored, sampled, dispensed or processed.

# Procedure

## On receipt

All materials for the preparation, manufacture, testing, and packaging of product under the Quality Management System (QMS) on receipt are:

* placed into the goods received area
* booked into the book-in register
* checked against the purchase order
* checked for damage and tampering of containers
* checked for quality of contents
* checked for correctness and completeness of the labels
* labelled with a quarantine label on each container.

Any discrepancy must be investigated and resolved in a timely manner. Sampling of materials is to be conducted according to Procedure QP705: Sampling.

## Quality checking

Quality checking may be carried out either by testing or by checking against a certificate of analysis, certificate of conformance or other quality assurance document that accompanies the material.

The method of checking must take into account:

* previous history of supply by the supplier
* criticality of the material’s quality to product quality.

When quality checking is carried out by testing, tests are recorded and retained.

## Quality status labelling and storage

All material must be labelled with its quality status; either quarantine, released or rejected according to Procedure QP711: Status Labelling and stored in the appropriate store.

Appendices

Amend as required or delete.

Definitions

Amend as required or delete.

| Term | Definition |
| --- | --- |
|  | Insert terms/abbreviations and definitions for those used within the procedure. Do not include any terms or abbreviations not used within the procedure. |
| MSDS | Material Safety Data Sheet |
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Document Information

| Revision History | | | |
| --- | --- | --- | --- |
| Revision | Modified by | Change Control No. | Description of Change |
| 01 |  |  |  |
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Complete the above fields for each revision of this document. Ensure that there is sufficient description of changes so that the change history of this document can be followed. Additional columns can be added to include document/change tracking numbers generated by your company’s systems if required (eg. change control).

| Associated forms and procedures | |
| --- | --- |
| Doc. No. | Document Title |
| QP705 | Sampling |
| QP711 | Status Labelling |

List all controlled procedural documents referenced in this document (for example, policies, procedures, forms, lists, work/operator instructions

| Associated records | |
| --- | --- |
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List all other referenced records in this document. For example, regulatory documents, in-house controlled documents (such as batch record forms, reports, methods, protocols), compliance standards etc.

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