

Standard Operating Procedure

Title: Raw Materials & Components - Incoming - Handling by Sampler

TEM-005	Raw Material Specification and Test Report
WAR-005	Receipt of Incoming Goods
QMS-035	Deviation Report System
WAR-045	Sampling of Raw Materials
WAR-050	Sampling of Components & Printed Materials
WAR-065	Temperature Monitoring of Cold Storages
WAR-030	Warehouse Locations and Storage Areas.
WAR-075	Example-Tablet Dispensary Procedure

EHS Statement

Follow any special instructions/precautions in Material Safety Data Sheets relating to material being sampled.

Table of Contents

1.	Receipt.....	2
2.	Label Requirement.....	2
3.	Before Start to Sampling.....	3
4.	Sampling.....	3
5.	Raw Material Sampling Logbook	4
6.	Movement to Bulk Store or Reject Cage	4
7.	Re-sampling of Raw Materials for Re-testing	4
8.	Appendix- Flowchart.....	5
9.	Summary of Changes.....	6

Procedure

1. Receipt

On receipt of goods by the Receiving Store person, a Goods Receipt Slip (**GRS Form-075**) and **Site ID Labels (Form-080)** are printed for the consignment. Sampler has to collect the **GRS, ID Labels and C of A** from the receiving warehouse office. Ask for extra ID labels to warehouse personnel if needed for sampling of Printed components ([SOP WAR-050](#)).

2. Label Requirement

2.1. Site Identification Label

- 2.1.1. **RAW MATERIAL (Actives and Excipients)** – 1 label on each container.
- 2.1.2. **IMPORTED FINISHED GOODS (i.e. Tablets)** - 1 label on each container.
- 2.1.3. **CHEMICALS** – 1 label on each bag, jar, drum, etc. Do not place labels on lids of drums.
- 2.1.4. **PRINTED CARTONS** – 1 label on each container.
- 2.1.5. **PRINTED PACKAGING MATERIALS** – 1 label on each container.
Paper leaflets/PVC/Foil – have 1 label each roll.
- 2.1.6. **PRINTED LABELS** – 2 labels for each container – 1 on outside container and 1 on the top roll.

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8. Appendix- Flowchart

