

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 all incoming freight in a timely, organised manner with regard to work, health and safety and the high quality of freight.

Responsibility

Receiver, QC/QA, Warehouse Manager, Purchasing Manager.

Section 1: Receiving General

The shipper/receiver will:

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,
 - Bad odor,
 - Make a note of the truck license plate or trailer number,
 - Notify the Supervisor and QA of any issues.
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 five.
 - a. Check the drivers slip to ensure the company states 'Our Company',
 - b. Tag each skid with the product name and BV code and notify the supervisor and

QA of any issues,

- c. 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,
- d. 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.

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- a. Once QC has applied the QC approved green stickers store product in the designated area,
- b. For raw materials follow section two,
- c. For printed materials follow section three,
- d. For packaging components follow section four.

Section 2: Receiving Printed Materials

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

The shipper/receiver will:

- 3.1 Follow section one,
- 3.2 Place on hold labels on each side of the skid/each box,
- 3.3 Place labels outside 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 five 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 or returned to the printer for replacement.

Section 4: Receiving Packaging components

The shipper/receiver will:

- 4.1 Follow section one,
- 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 supervisor's 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 number, quantity, report number, purchase order number 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.