

SOP - Receiving Raw Materials

Food Safety & Quality Template · Provided by GIFSQ

Everything that goes wrong later usually started at the goods-in door. This SOP turns receiving from a quick signature into a proper gate: what to check, what temperatures to expect, and when to say no to a delivery.

SOPs only work if people actually read them. Train each operator, get the read-and-understood signature, and keep the language as plain as the job allows - this isn't the place to show off vocabulary.

1. Document control

Field	Details
Document title	SOP - Receiving Raw Materials
Document no.	[QA-SOP-001]
Version	[1.0]
Effective date	[YYYY-MM-DD]
Prepared by	[Name / Title / Date]
Approved by	[Name / Title / Date]
Review date	[YYYY-MM-DD]

2. Purpose

To ensure only conforming raw materials, ingredients and packaging enter the site.

3. Scope

Applies to all incoming deliveries of food materials and food-contact packaging at [site name].

4. Responsibilities

Role	Responsibility
Goods receiver	Performs the checks in this SOP and completes the receiving log.
QA / Supervisor	Assesses borderline or failed deliveries; authorizes rejection or hold.
Purchasing	Follows up rejections with the supplier.

5. Materials and equipment

- Calibrated probe thermometer
- Receiving log / checklist
- Approved supplier list and material specifications
- Hold labels and rejection forms
- Torch for inspecting vehicle interiors

6. Safety precautions

- Wear hi-vis and safety footwear in the yard and dock area.
- Never enter a vehicle trailer that is being loaded or unloaded by forklift.
- Report damaged packaging that may hide sharp edges or leaks.

7. Procedure

Follow the steps in order. Steps marked [CHECK] are the ones people skip under pressure - don't.

1. Check the delivery against the purchase order: supplier, product, quantity and lot codes. [CHECK]
2. Inspect the vehicle: clean, dry, odour-free, no signs of pests, and at the right temperature for the load. Reject unsuitable vehicles.
3. Check packaging integrity: no damage, no infestation, no leaking, correct labelling.
4. Measure temperatures of chilled ($\leq 5^{\circ}\text{C}$) and frozen ($\leq -18^{\circ}\text{C}$, hard frozen) goods with the probe thermometer; record results. [CHECK]
5. Verify date marks and shelf life remaining meet the specification minimum.
6. For materials requiring a certificate of analysis, confirm the COA is present and matches the lot.
7. Label every accepted lot with its internal lot code before it leaves the dock.

8. Move accepted goods to the correct storage area promptly - chilled and frozen first.
9. Quarantine anything non-conforming with a hold label; complete the log and notify QA. Do not 'just put it away and decide later'.

8. Records

- Receiving log (temperatures, checks, decisions)
- Hold and rejection records
- COAs filed by lot
- Vehicle rejection log

9. Revision history

Version	Date	Change description	Changed by
1.0	[YYYY-MM-DD]	Initial issue	[Name]

Approval and control

Role	Name	Signature	Date
Prepared by	[Name]	[Signature]	[Date]
Reviewed by (QA)	[Name]	[Signature]	[Date]
Approved by	[Name]	[Signature]	[Date]

Keep completed forms for [Define retention period, e.g., 2 years beyond shelf life] at [defined location] - and make sure someone besides you knows where that is.

General use: This template contains no country-specific laws or regulator names and suits any food business — restaurant, catering, food manufacturing, retail, or food service. Adapt temperature limits, legal references, and record-retention periods to your local regulations. Provided by GIFSQ · v1.0 · September 2026