

Raw Material Receiving

Scope: Raw Materials- refer to Warehouse Procedure No. 402 regarding clarification on the receipt of Natural Waxes, refer to Warehouse Procedure No. 419 for Poly-Bag Inspection, refer to 421 RSPO Material Receiving.

Purpose: To outline the process for accepting raw materials into the warehouse.

Procedure:

1. All incoming shipments must be examined. Count the pieces and confirm the count with the bill of lading. Note any exceptions including packaging damages or shortages.
2. Record bar code data from the “P/O Scheduled Receipt Report by Vendor” into Macola, using the scanning gun. All scanned in materials will go into the QC bin in Macola and have a status of “H” for Hold.
3. Receiving personnel will stamp the “P/O Scheduled Receipt Report by Vendor” report with a receiving stamp. The stamp has a space for date and initials, truck inspection approval or rejection, as well as check boxes for correct material, proper quantity, and not damaged. Check each appropriate box. If the shipment has damage, if the material is incorrect, or there is an incorrect quantity notify management immediately. Do not proceed until management agrees to accept the damaged goods.
4. The receiver must print labels. A label must be made for every pallet, bag, or box (if not palletized) that is received.
5. The label should contain the code number, product description and product lot number. Once labels have been made, attach them to the appropriate pallets/packages. Labels and a tag sheet (Form 1135) will also have to be made for tankers.
6. Provide the lab with at least one sample per lot number of every raw material received. If a lot consists of 200-500 bags/drums bring 2 samples to the lab. If a lot consists of more than 500 bags/drums bring 3 samples to the lab. The lab will provide instructions if additional samples are needed.
7. Each sample should be at least 100 grams placed in a quart size plastic sample bag. Label the bag with the product name and lot number.
8. After the individual package has been sampled and properly sealed, the sampler should date and initial the package the sample was obtained from.
9. All raw materials will be held in the designated quarantine area until they are approved and released by the laboratory- within three days.
10. After release by the Laboratory, the raw materials are released from quarantine and “H” for hold in Macola. The raw material is added to inventory system, assigned an open bin in Macola and physically moved to that bin in the warehouse. It will be available for use in production. The warehouse has three working days in which to relocate the raw material from the designated quarantine area to its bin.
11. If a raw material is rejected by the laboratory, the raw material will remain rejected, and be labeled as such in its approved storage area.