



**ORIGINAL**

<b>SOP #</b>	VC-NPR-007	<b>TITLE:</b>  <b>Material Receiving Procedure</b>	<b>Effective:</b>	08/05/16
<b>Revision #</b>	02		<b>Status:</b>	<b>APPROVED</b>
<b>Superseded By:</b>	Naren Bhavsar		<b>Total Pages:</b>	03

<b>REVIEWED BY/DATE:</b>	<b>QUALITY APPROVAL/DATE:</b>
<i>P Patel 10/11/23</i>	<i>mishra 10/11/23</i>

**1. Purpose:**

To describe a general procedure for receiving materials in the facility

**2. Scope:**

This SOP outlines general procedures and steps that need to be taken by the person concerned during the receiving of materials in the warehouse, used for manufacturing of dietary supplements by VitaCare Pharma. Receiving materials will be grouped into two categories: (1) Raw Materials (RM) used as dietary ingredients and (2) Components, also used during manufacturing operations, such as packaging items, labels, etc.

**3. Responsibility:** Receiving department/Warehouse operator

**4. Reference:** 21 CFR 111 Subpart G 111.155 (a) (b); 111.160 (a) (b); 111.180 (b)(1)

**5. Procedure:**

- a. Warehouse personnel shall first visually inspect the shipment upon receipt, ensuring there is no damage or tampering of containers or no extraneous materials, dirt or any other foreign substances present on the containers which will be a possible source of contamination. If any of the above exists, QA shall be notified immediately to investigate and wait for further instruction.
- b. The receiving personnel in the warehouse will verify the shipment and Packing Slip for the description of the material, Purchase order number, Supplier's lot number, quantity shipped against a Purchase Order (PO) issued by purchasing department.
- c. All received materials must accompanied with all necessary documents, such as complete Packing Slip, Certificate of Analysis (COA), Material Safety data Sheet (MSDS), if applicable.
- d. In case of any discrepancies, contact purchasing department immediately and wait for further instruction. Upon receipt of complete paper work or approval, receiving process is continued.
- e. If the visual inspection doesn't reveal any issues as mentioned above, receiving personnel will continue with the receiving process and unload the shipment and sign and date the Bill of Lading (BOL) with indicating sanitary condition of the truck/shipment.
- f. The receiving personnel will sign and date a Packing Slip for shipment and sanitation checked by, received via (carrier), No. of containers and No. of Skids received for each shipment and submits all paperwork to the purchasing department.
- g. Once received, warehouse personnel will also enter all necessary information in the "Warehouse Receiving Logbook" (Appendix-A).



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- h. Once received, all materials will be moved to “**QUARANTINE AREA**” and held there until further action is taken, after reviewing or testing materials and disposition decision made, by QA/QC personnel.
- i. If raw materials contain allergens, it shall be stored to designated “**QUARANTINE AREA – FOOD ALLERGEN ONLY**” and held there until further action is taken, after reviewing or testing materials and disposition decision made, by QA/QC personnel.

**6. Attachment:**

- Appendix-A: Warehouse Receiving Log

**7. Archiving SOP:**

All original documents are to be archived by QA & controlled copies are to be submitted to concerned departments.

**8. Revision History:**

<b>Rev. No.</b>	<b>Revision Details</b>	<b>Reference/CCF No.</b>	<b>Effective Date:</b>
00	New Procedure	N/A	11/16/12
01	To meet NSF guideline, Warehouse receiving logbook added.	14/PR/010	11/20/14
02	PO # added in the Warehouse Receiving Logbook.	16/QA/041	08/05/16
02	Periodic Review	SOP # VC-GEN-001	10/11/18
02	Periodic Review	SOP # VC-GEN-001	10/11/21
02	Periodic Review	SOP # VC-GEN-001	10/11/23

**9. APPENDIX:**



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**APPENDIX-A: -**

**WAREHOUSE RECEIVING LOG**

**LOGBOOK #** \_\_\_\_\_

**YEAR:** \_\_\_\_\_

**PAGE #** \_\_\_\_\_

<b>DATE</b>	<b>DESCRIPTION</b>	<b>SHIPPED FROM</b>	<b>TOTAL QTY.</b>	<b>BREAK-DOWN</b>	<b>PO #</b>	<b>VIA</b>	<b>CHECKED BY</b>	<b>REMARKS/OBSERVATION</b>