ARTISAN LABS	**Goods Receipt, Sampling and Quality Control Materials SOP-006**	Issued by, Date: 211026 Approved by/ Date: 211026

1.**Purpose**:
To meet the requirements ensuring all materials are properly handled when received.

2.**Scope:**
All materials are properly identified, received and stored in the warehouse.

3.**Person(s) Responsible:**
Warehouse personnel/QC

4.**Materials and equipment needed**:
Gloves, Lab Coat, Hair Net, 70% isopropyl alcohol, spoons, 1oz jar, 2oz jar,scale, Clean Room.

5.**Procedure:**

A. **Receiving Goods**
   a. Upon receipt of material, authorized warehouse personnel must inspect material received to ensure items are free from physical damage. Product identifier and quantity checked that it matches the purchase order.
   b. COA list of ingredients received from the provider must be compared to the COA of the original reference sample provided to ensure that there is no potential for ingredient mix up or discrepancies. Cosmetri can also be used to reference ingredients of raw materials.
   c. When receiving finished bulk from a client. It must also be checked for appearance, color and smell compared to original reference samples.
   d. Packaging material received must also be checked for package integrity, including any materials that may be broken or scratched. Packaging must be compared to reference samples and checked for things such as size, coloring and correct quantities.
   e. Any materials not meeting requirements shall not be accepted and the quality team should be notified of unacceptable material.
   f. Following a successful inspection, labeling for internal production should be completed including the name of material and site-specific Lot Code#.
   g. After QC sampling (appendix B) the material should be promptly moved to designated quarantine racks and stored off of the floor at temperature requirement per SDS.

B. **Sampling and Quality control of materials.**
   a. During the sampling process, designated QC employees are required to move raw and bulk materials into a controlled environment.

b. During the sampling process, associates are required to wear all PPE (specified above). Pre-sterilized materials must be used i.e sampling jars and scoops. If needed materials are not stored in sealed, sterile packaging i.e scoops, spoons, sampling jars, scissors, they are to be sterilized with 70% isopropyl alcohol before use. Outer containers of materials such as drum lids and buckets are sanitized with 70% isopropyl alcohol before removing and after replacing.
c. If the item received is considered a raw material two (2), 2oz. samples are to be aseptically removed from the ingredient container. One sample will be transferred to Quality technicians for further efficacy testing and one will be stored in retain. Upon receiving raw materials they should be checked for proper appearance, color and odor against provided reference samples.
d. If samples received are a finished product from a different manufacturer with the manufacturer's COA of ingredients provided, one(1)1oz or approximately 25 grams will need to be sampled and sent to a designated accredited location for further micro testing. Color, odor, and appearance are checked against provided reference samples.

C. **Maintenance of reference Samples and Retain**

a. Reference and retain material samples are kept in designated locations per SDS requirements and may not be exposed to elevated temperatures, moisture or stored on ground. Only authorized personnel may remove raw materials and retain from storage area.
b. Raw material reference samples used must be taken and used from the newest lot number(#) received to ensure quality and that product has not exceeded retest or expiration date.
c. During production retain samples are taken. Three(3) finished products from beginning, three(3) middle of the run, and three(3) end of the run. Retain samples must be labeled with the following:
    i. Customer Name
    ii. What the product is. I.e. Beauty Lip serum 10 ml
    iii. Fill/Lot code #
    iv. Manufactured Date

Document history	
Version No.	Reason for change
01	New document

v. Bulk #
vi. "Beginning", "Middle", "End"
vii. PO# Provided through Data Ninja

Document history	
Version No.	Reason for change
01	New document

ARTISAN LABS	**Materials Received/ QC Check LOG SOP-006-1A** REV.002	Issued By/Date: Danull Howard 220131
		Approved By/Date: 220131

Material Received Date		Date of QC performed/ QC associate initials	

Section 1

Has Manufactures' Lot Code of material been received on a previous date? (check one) ☐ YES ☐ NO If YES, Complete Section1 and 2 Only. If NO, Complete Section 1,2 and 3.	Check Product Type ☐ Raw Ingredients ☐ BULK Product

Description of Material			
Material Manufacturer			
Manufacturer Lot Number			
Manufactured Date		Expiration/ Retest Date	
Internal Part Number		Internal Lot Identifier	

Section 2

Attributes	Listed on COA	COA Specifications	Inspection Results	Pass/Fail
Color	Y / N			P / F
Odor	Y / N			P / F
Appearance	Y / N			P / F

Section 3

Testing	Listed on COA	COA Specifications	Inspection Results	Pass/Fail
Specific Gravity	Y / N			P / F
PH	Y / N			P / F
Viscosity	Y / N			P / F

NOTES:

Approved By/ Date: _____