

## STANDARD OPERATING PROCEDURE

Title: INSPECTION PROCEDURE OF INCOMING MATERIAL

DOC.No. SEM/QMS/SOP/002

Revision No.: 00

Department: QUALITY ASSURANCE

Effective Date: 01/02/2025

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Page No.: Page 1 of 2



### Purpose:

To ensure that all materials received from external suppliers meet the required specifications before being used in production.

### Scope:

Applies to all raw materials, components, packaging, and consumables received.

### Procedure:

#### 1. Material Receipt:

Upon arrival, the store receives materials and informs the Quality/Incoming Inspection (IQC) team. Materials are labeled "Under Inspection."

#### 2. Document Verification:

QA/IQC verifies relevant documents such as Purchase Order, specifications, and Certificates of Analysis/Conformance (if applicable).

#### 3. Sampling and Inspection:

Sampling is done as per the inspection plan or 100% if critical. Inspection includes visual checks, dimensions, and any functional or chemical tests, depending on the material type.

#### 4. Disposition:

- o Accepted materials are labeled "Accepted" and moved to storage.
- o Rejected items are labeled "Rejected" and moved to a rejected area.
- o Items on hold await further decision or clarification.

#### 5. Nonconforming Materials:

Prepared By

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# Incoming Material Inspection Procedure Pdfslibforme

**Lingjun Ying**



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