# **1. PURPOSE:**

The purpose of this Standard Operating Procedure (SOP) is to ensure that all raw materials and packaging materials that are purchased should meet defined acceptance criteria relevant to the quality of finished products.

**2. SCOPE:**

The scope of this SOP applies the purchasing of raw materials, packaging materials

# **3. DEFINITIONS:**

NIL

# **4. REFERENCES:**

* ISO 22716:2007 Cosmetics — Good Manufacturing Practices (GMP) — Guidelines on Good Manufacturing Practices- Clause 6: Raw materials and packaging materials
* Food Safety Management: Requirements for a Food Safety System based on Prerequisite Programmes and Hazard Analysis and Critical Control Point (HACCP) principles

# **5. AUTHORITY AND RESPONSIBILITY:**

Management ensures that raw materials and packaging materials used in the production of the products meets the defined quality and acceptance criteria.

**Employees**

All employees are responsible to adhering to this SOP.

# **6. METHOD:**

# **Purchasing of raw materials and packaging materials**

Our organisation contacts prospective suppliers with a request for enlisting them as our preferred suppliers. Prospective suppliers may also request to provide us with relevant raw materials and packaging materials. A List of Approved Suppliers (GMP SOP05- Form 01 Approved List of Suppliers) is maintained. Prospective suppliers are assessed for their capability and accepted based on the approval criteria.

# **Receipt of materials**

Materials required are purchased according to the stock levels and production requirements. Management issues a purchase order to the approved suppliers for the required materials. A (GMP SOP05- Form 04 Incoming Material Inspection Record) is maintained.

On receipt of the materials, the responsible person ensures that the purchase order, the delivery note and the delivered materials match. Delivered materials or containers are checked for quality control purposes. Non-conforming material are rejected and returned the respective suppliers and the Disposal of non-conforming products form (GMP SOP05- Form 02 Disposal of Non-conforming Product ) is maintained.

# **Identification and status**

Containers of raw materials and packaging materials are labelled in order to identify the

material and the batch information.

Raw materials and packaging materials showing defects that might affect product quality are withheld pending a decision.

Raw materials and packaging materials are identified in an appropriate way according to their

status such as accepted, rejected or quarantined.

The identification of raw materials and packaging materials takes into account but not limited to the following information:

a) name of the product marked on the delivery note;

b) name of the product as given by the company, if different from the name given by the supplier and/or its

code number;

c) date or number of receipt, if appropriate;

d) supplier’s name;

e) batch reference given by the supplier and the one given at receipt, if different.

**Release of raw materials and packaging materials**

The control and use of released raw materials and packaging materials is done through the production plan by authorised personnel responsible for quality.

**Storage of raw materials and packaging materials**

A suitable storage condition of raw material and packaging material is provided and monitored to prevent damage, deterioration and mix-up. Containers of raw materials and packaging materials are closed and stored off the ground. A Daily Stock Statement (GMP SOP05- Form 03) is maintained

Repacking of raw materials and packaging materials is done in a manner that same labelling as at origin is maintained. Quarantined or rejected, is stored in demarcated locations.

Stock turnover and rotation is controlled according to the first in first out principles.

**Re-evaluation of materials**

Re-evaluation of materials is done at appropriate intervals to determine if it’s still suitability for use, after a defined period of storage.

# **7. RECORDS:**

The following records are maintained.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **No.** | **Record Title** | **Format** | **Medium** | **Retention Period** | **Custodian(s)** |
| 1 | Approved List of Suppliers(GMP SOP05- Form 01) | English, Text | Electronic | 1 year | Production Controller |
| 2 | Disposal of Non-conforming Product (GMP SOP05- Form 02) | English, Text | Electronic | 1 year | Production Controller |
| 3 | Daily Stock Statement (GMP SOP05- Form 03 | English, Text | Electronic | 1 year | Production Controller |
| 4 | Incoming Material Inspection Record (GMP SOP05- Form 04) | English, Text | Electronic | 1 year | Production Controller |

# **8. DOCUMENT AMENDMENT HISTORY:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Version No.** | **Summary of changes from previous version of the document** | **Changes Requested By** | **Remarks**  |
| V-001 | First version released for implementation. | N/A | Nil |
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