

6.2.1 & 6.2.2. Processing Incoming Raw Material – Standards, Receipt, Records

Standard

6.2.1. Is a record of the origin, date of receipt and quantities of each raw material received kept on file?

6.2.2. Is every load of incoming raw materials cross-referenced to purchasing documentation?

Purpose

To ensure a standard procedure is followed for processing raw material against purchasing documents and all records maintained.

Reason

Incoming raw material should be processed according to a consistent quality standard to detect any risks associated with quality, out of specification, packaging integrity and delivery truck.

Recording the origin, receipt date and quantity of raw material is crucial for quality control and traceability. The origin and date confirm that the raw material is sourced from the correct supplier, while the quantity is logged in inventory to track material usage.

Purchasing documentation is a valuable tool for cross-referencing. It should include the supplier's details, agreed quality or trade standards, specifications and purchased amount. All incoming loads should be verified against this documentation to ensure the correct material is received, with quantities confirmed at weighbridge.

What is Acceptable?

This clause is applicable to all raw material, including packaging and should be viewed in conjunction with section 6 Fact Sheets.

Inwards Good Procedure

An inwards good procedure shall list a set of instructions required for processing and accepting raw material. The procedure should also be used as a tool to provide training to all quality personnel receiving goods (Fact Sheet 3.2.7).

1. Quarantine.
All raw material deliveries are directed to the quarantine area until processed (bulk receipts are 'considered' quarantined until processed). This may involve inspection and testing.
2. Initial Inspection Bulk receipts.
Physical inspection includes checking for visible contamination or signs of damage. Sampling and testing to ensure the product meets GTA (or other relevant) expectations regarding quality. If any signs of feed safety issues are noticed product is to be either downgraded or returned to supplier as per internal procedures.
3. Initial Inspection all other receipts.
Physical inspection includes checking for visible contamination or signs of damage. Particular attention should be paid to containers/packages that are torn or damaged by weather or any signs of pest infestations. If any signs of feed safety issues are noticed product is to remain in quarantine and quality personnel are to investigate and return to supplier, if applicable.

Packaging material shall be inspected to confirm printing matches the artwork specifications listed on purchasing documentation (Fact Sheet 8.2.4).

4. Document Inspection.

All packaged materials supplied are to carry the manufacturer's batch or lot numbers and be appropriately labelled for visible traceability and with any relevant RAM statement. If material is unlabelled, contact supplier and cross-reference purchasing documents. For RAM unlabelled, see fact sheet 2.10.5.

The delivery docket shall contain a product name, batch number, date, origin and quantity of raw material received. This information shall be confirmed against purchasing standards (Fact Sheet 6.1.3 to 6.1.5) and purchasing documents, with respect to the item supplied and quantity. Any variation shall be flagged with the quality personnel responsible for approving inward goods. Variations may include:

Oversupply

Determine if extra goods will be accepted. If accepted the [insert position] is to sign the delivery docket to authorise acceptance of raw materials. If the extra goods are not required, then [insert position] will contact supplier and arrange for return of the goods.

Under Supply

The [insert position] is to be notified to contact the supplier to arrange for outstanding goods to be supplied.

Goods Differing from Order

The [insert position] is to decide on acceptance or rejection of the goods. If accepted, the [insert position] is to authorise the delivery docket. Should the goods be rejected they are to be isolated from use, labelled appropriately, and remain in the quarantine area until returning to the supplier.

5. Testing.

All material identified as medium to high risk requiring testing before release shall follow requirements Fact Sheet 7.1.1 & 7.1.2. The time taken to test off-site at certified laboratories shall be considered for production management purposes. For the processing of raw material outside specification, see fact sheet 6.2.6.

Recording

The information collected from an inwards good procedure shall be recorded on the inwards good register. The quantity received with each delivery shall be added or updated in operators inventory list.

Inwards Good Register

Date	Log #	PO #	Product	Supplier	Supplier batch	Qty	Inspection	Test Results	Initial

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